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POST OFFICE CIRCULAR.

THURSDAY, 1st JANUARY, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

The Post Office this Christmas has handled a greater volume of mail and more telegrams than ever before. I have seen that this vast amount of business has been handled with efficiency and despatch at all points. I wish to thank officials of all ranks for their hard work and conscientious attention to duty in this important work of circulating among the people mutual expressions of goodwill.

I wish you all health and prosperity in 1948.

W. S. RODDIS,
Secretary

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

South Brook, N.D.B. ..... Mrs. R. Dawe to be Postmistress, as from the 11th December, 1947.

Springdale ..... Miss Gwendolyn Penny to be Assistant as from the 10th December. 1947.

Sunnyside ..... Mrs. Caroline Mercer, to be Postmistress and Telephone Attendant as from the 21st December, 1947.

TRANSFER

St. John's ..... Mr. John Williams, R.P.O. Clerk, to be Clerk at Newfoundland Assorting Office, North Sydney, as from the 26th November, 1947.

RETIREMENT

North West Point ..... Mrs. R. Elliott, Postmistress and Telephone Attendant, retired on abolition of office on the 31st December, 1947.

OFFICE CLOSED

North West Point ..... The Post Office at North West Point (Locks Cove) was closed on the 31st December, 1947.

MAILS

Winter Courier Services

From 1st January to the 30th April, 1948

The following Winter Courier Service will be in operation for the period named above:—

(1) Deer Lake to Bonne Bay.
(2) Deer Lake to Cook's Harbour.
(3) Deer Lake to Raleigh.

The distribution offices, together with a list of offices for which these distribution offices serve as distribution points for the Three main services, are given as follows:—

(1) **Deer Lake** to **Bonne Bay** section to be despatched via **Deer Lake** surface means.

Bonne Bay ..... Birchy Head, Noddy Point, Curzon Village, Shoal Brook, Silverton, Muddy Point, Winter House Brook, St. Joseph's Cove, Silver Point, Glenburns, Rocky Harbour, Bear Cove, Woody Cove, Lobster Cove Head, Lobster Cove, Bakers Brook, Green Point, Sally's Cove, Martin's Point.

Lomond ..... Eastern Arm, Mill Cove.

Norris Point ..... Gad's Harbour, Neddies Point.

Trout River ..... Chimney Cove.

(2) **Deer Lake** to **Cooks Harbour** section to be despatched via **Deer Lake** and Air Service.

Parsons Pond ..... Cow Head, St. Pauls, Broom Point, Belldown's Point.

Daniel's Har ..... Portland Creek, Bellburns.

River of Ponds ..... Spirity Cove, King's Cove.

Port Saunders ..... Hawke's Bay, Keppel Island.

Port au Choix ..... Gargamelle, Point Riche, Eddies Cove, St. John's Island, Doctor's Brook, Barr'd Har.

Brig Bay ..... Castor River, Bartlett's Har., Ferrole Point, New Ferrole, Shoal Cove West, Reefs Harbour, St. Margaret's Bay, Bird Cove, Plum Point, Blue Cove, Pond Cove, St. Genevieve Bay.

Flower's Cove ..... Gooseberry Island, Current Island, Forresters Point, Black Duck Cove, St. Barbe, Pigeon Cove, Darby's Tickle, Chaulkers Cove, Anchor Point, Deadman's Cove, Bear Cove, Chambers Island, Seal Point, Nameless Cove, Mistaken Cove, Savage Cove, Sandy Cove, Shoal Cove, Payne's Cove, Green Island Cove, Lower Cove, Green Island Brook, Eddy's Cove, Four Mile Cove, Big Brook Gengeville, Boat Harbour, Cape Norman, Wild Bight, Cook's Harbour.

(3) **Deer Lake** to **Raleigh**-Section to be despatched via **Deer Lake** and Air Service.

Hampden ..... Gold Cove, Pound Cove, Georges Cove, Beaches, Burton's Cove, Hannah's Cove, Browns Cove.

Sops Arm ..... Sops Island, Jacksons Arm, Coney Arm.

Harbour Deep ..... Cat Arm, Little Harbour Deep, Williamsport, Hooping Harbour.

Englee ..... Canada Harbour, Bides Arm.

Roddickton ..... Roddickton only.

Conche ..... Groais-Island, Crouse, Pillars Bay, Croque, St. Juliens. Grandois, Fishot.

Main Brook ..... Spring Arm, Lock's Cove.

St. Anthony ..... Ireland Bight, Goose Cove, St. Anthony Bight, Great Brehat, Little Brehat, St. Carols, St. Lunaire, Griquet, Raleigh, Cape Onion, Ship Cove, Quirpon, Cape Bauld, Noddy Bay, Lance au Meadow, Lance au Pigeon, Spillars Cove, Hay Cove.

Distribution of Mails for Bowater's Ltd., Corner Brook

Letters addressed in care of Messrs. Bowater's Newfoundland Pulp and Paper Mills Limited, Corner Brook, should the number exceed eight, must be tied in bundles and face-slipped "Bowater's, Corner Brook," the bundles of letters should then be despatched in the

appropriate manner. When sufficient mail offers for despatch, bags should be labelled "Bowater's" and treated in the usual way.

Parcel Post Service to Japan

Parcel Post Service to Japan has been resumed. Parcels should not be accepted for insurance and the limit of weight is 11 pounds. This service applies for the present only to Gift parcels, the regulations governing which have been published in the Post Office Circular. The postage rate will be found in the list published below.

Parcel Post Rates

Country	1 lb.	3 lbs.	4 to 7 lbs.	8-11 lbs.	12-22 lbs
Japan	$1.20	$1.20	$1.98	$2.82	.....
New Zealand	1.02	1.02	1.80	2.70	4.62
Austria	1.32	1.62	2.08	2.64	4.92
Belgian Congo	1.50	1.50	2.46	3.42	6.60
Germany	.96	1.32	1.68	2.34	4.36
Siam	1.56	1.56	2.34	3.18	5.70
Malayan Union	1.02	1.02	1.80	2.64	4.74
Singapore	1.02	1.02	1.80	2.64	4.74

It should be noted that this notice supersedes the notice in respect to the parcel post rates to Belgian Congo and Germany as published on page 1726 of the Post Office Circular of the 11th September, 1947.

Parcel Post Insurance to North Borneo

Parcels for North Borneo may now be accepted for insurance under the usual conditions and limits.

ACCOUNTING

Recovered U. S. Money Order Forms

The following United States Postal Money Order Forms which were reported stolen, have now been recovered:—

Elverta, Calif. .....No. 17829 - 19000

TELEGRAPHS

Service with Germany

Effective immediately communication service is opened to and from the French Zone of occupancy and the U.S.S.R. Zone of occupancy in Germany. The service is available to and from civilians but only in the Full Rate classification. Cipher language is not permitted.

Registered or abbreviated addresses are not permitted unless authorized by the Allied Control Committee.

Civilians in Germany are required to obtain authority from the occupation authorities to transmit outbound telegrams. The text of messages must not concern information relating to German property in foreign countries and must conform to the laws and regulations promulgated by the Allied Control Authorities.

In general terms, only the ascertainment of facts or information may be transmitted telegraphically. The rates presently applicable to Germany continue in force.

Hours for the Transaction of Telegraph Business at Corner Brook

As from the 16th of December, the hours for the transaction of telegraph business at Corner Brook are from 8.30 a.m. to 9 p.m. daily except Sunday.

Direct Service Established with Twillingate

Direct communication between St. John's and Twillingate was established on the 20th December.

Teleprinter Service with Bonavista

A Teleprinter circuit was established and went into operation between St. John's and Bonavista on the 20th December.

Deadhead and Service Messages

A recent survey having disclosed the fact that this system was being excessively and unnecessarily used, instructions in this connection were telegraphed to all offices which have already resulted in a marked decrease in the number of these messages handled. However it can and must be still further reduced and officials are again reminded that the system should only be used where the mail service cannot possibly serve the purpose, and are warned that if the unnecessary use of the system is persisted in, such messages shall be charged, at the regular telegram rate, against the offending office.

Routing Indicator on Telegrams

Serious attention is again called to the importance of transmitting the routing indicators on telegrams for points outside Newfoundland. The Department has had frequent complaints that telegrams have been incorrectly routed and investigation in most case are shown that they have been due to the indicator having been omitted in transmission. Senders wishes must be carried out in this respect and, to prevent repetitions of this error, sending operators are directed to confirm the routing at the end of a message. Where no routing is specified, telegrams shall automatically be routed "Via Commercial", which is the normal route.

POST OFFICE CIRCULAR.

THURSDAY, 15th JANUARY, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Penguin Arm, B. O. I. ..... Mrs. Frank Hicks to be Postmistress as from the 26th. November, 1947.

Gander ..... Miss Florence Mercer, to be Exchange Operator as from the 21st. December, 1947.

Hr. Deep ..... Mr. George Roberts, to be Postmaster and Operator, as from the 29th December, 1947.

TRANSFER

Port Blandford ..... Mr. George Sweetapple, Postmaster and Operator, Hickman's Hr., to be Postmaster and Operator, Port Blandford, as from the 28th December, 1947.

Harmon Field ..... Mr. F. Billard, Messenger, Port aux Basques, to be Assistant, Harmon Field, as from the 5th January, 1948.

MAILS

Train Schedule

The following Winter Schedule came into effect on the 11th January, 1948.

Express Trains

(Westbound)

Through Express Trains from St. John's taking foreign and local passengers **5 p.m. Mondays and Thursdays.**

Local Express Trains from St. John's for points to Millertown Junction **5 p.m. Wednesdays and Saturdays.**

(Eastbound)

Through Express taking foreign and local passengers leave Port aux Basques **7 p.m. Sundays and Thursdays.** Arriving St. John's **10 p.m. Mondays and Fridays.**

Local Express Trains leave Millertown Junction 6 p.m. **Sundays and Thursdays.** Arrive St. John's **9 a.m. Mondays and Fridays.**

CARBONEAR BRANCH

Leave St. John's **9 a.m. Tuesdays, Thursdays and Saturdays.** Returning leave Carbonear **3.05 p.m.** same days.

ARGENTIA BRANCH

Leave St. John's **9 a.m. Mondays, Wednesdays and Fridays.** Returning leave Argentia **3.00 p.m.** same days.

BONAVISTA BRANCH

Express Trains from St. John's **5 p.m. Mondays, Wednesdays and Saturdays,** will connect at Clarenville for points Bonavista Branch.

Returning leave Bonavista **8 a.m. Mondays and Wednesdays; 8 p.m. Thursdays.** Arriving St. John's **10 p.m. Mondays, and A.M. Thursdays,and 9 a.m. Fridays.**

Inland Rates Printed Matter, Etc.

The following rates apply to the following items of mail matter when mailed to addresses in Newfoundland or Newfoundland Labrador.

(a) Newspapers and periodicals (except when mailed by the publisher): One cent for each four ounces or fraction thereof.

(b) Printed matter (including books, pamphlets, occasional publications, circulars, calendars, catalogues, handbills, maps, paper patterns, drawings, engravings, prints, photographs (when not on glass or in cases containing glass), sheet music etc.: One cent for each two ounces or fraction thereof.

(c) Samples of goods and merchandise (limit of weight one pound): One cent for each two ounces or fraction thereof.

(d) Greetings and Condolence cards (such as Christmas, New Year, Easter, Mother's Day, Valentines etc.): Two cents for each two ounces or fraction thereof.

(e) Small packets (limit of weight in Inland Post 8 ounces): Two cents for each two ounces or fraction thereof.

Air Mail Service to Poland

Information has been received that the limitof weight for Air Mail letters to Poland is two ounces.

Service With Germany

With further reference to the notice at page 1738 of the Post Office Circular under the above caption it is now advised that the following services are available:—

Letters: By air or surface means to

(a) To whole of Germany: (1) Registered or unregistered letters, letter packets and post-cards; (2) unregistered commercial papers limit of weight 4 lbs.; (3) unregistered samples limit of weight 1 lb. (4) unregistered small packets, limit of weight 2 lbs.

(b) To British and American Zones of Germany and British Sector of Berlin only: Unregistered printed paper packets, limit of weight 4 lbs.

Parcels: (Gift parcels only). Items which may be enclosed in parcels are listed on page 1738 of the Post Office Circular. These parcels must be clearly marked "Gift Parcel—unsolicited gift."

Parcel Post Services to Greece and the Dodecanese Islands

Commercial as well as gift parcels may now be accepted for Greece (including Crete).

Commercial parcels are, in general, subject to import restrictions and senders should be advised to ascertain from the addressees, before despatching such parcels, whether an import permit is required and, if so, if it has been obtained from the authorities concerned.

The normal export restrictions from this country will apply—see Post Office Circular of the 31st. July, 1947, page 1715, under the caption "Prohibited Articles for Export."

The Parcel Post service to the Dodecanese Islands has been restored and parcels may be accepted at the same rates of postage and under the same conditions as parcels for Greece.

ACCOUNTING

Special Allowance for Radio Licences Collections

On account of the new system for keeping records of Radio Licences at Headquarters commencing the first period for 1948 all offices submitting claims for allowance for Radio Licences collected will give the name of the person to whom the Licence was issued in addition to the serial number of the Radio Licence.

Discount to be Charged on Cheques

Postmasters at outport offices when accepting cheques from the public should bear in mind the following instructions:—

(1) All cheques drawn in favour of the Government are to be accepted at par, that is, without any deduction being made from the face value of the cheque.

(2) Government cheques drawn in favour of individuals should also be accepted at par.

(3) Cheques drawn in favour of individuals on branches of Banks in the Outports are subject to a discount of one tenth of 1% (minimum discount .10 cents, maximum $1.00). Only if the cheque is in excess of $100.00 will the discount be in excess of .10 cents, i.e., for all cheques of $100.00 or less the discount will be .10 cents.

(4) Cheques drawn in favour of individuals on Headquarters Banks in St. John's should be accepted at par if the Postmaster is due to remit them direct to the Cashier, G.P.O., St. John's, or the Bank of Montreal, St. John's. If the cheque is due to be sent to the Bank of Montreal in Corner Brook or Grand Falls the same rate of discount should be charged by the Postmaster as in (3) above.

(5) Cheques drawn on Banks in Canada in favour of Newfoundland Government Departments are subject to a discount of one-eight of 1%. The minimum discount is .15 cents and in addition the person from whom it is received must pay 3 cents for a postage stamp which should be affixed to the back of the cheque. If the cheque is for $100.00 or more a 5 cents postage stamp must be used. The 15 cents discount applies to cheques up to $120.00 in value. For cheques in excess of that value it is necessary to calculate the discount.

(6) Cheques drawn on Banks in Canada in favour of individuals or firms are subject to a discount of 15 cents if the cheque is for $25.00 or under and 25 cents if it is for more than $25.00. A postage stamp of 3 or 5 cents should be affixed to the back of the cheque under the same conditions as indicated in (5).

(7) Cheques drawn on Banks in the United States of America or any other country should not be accepted without the prior authority of the Chief Accountant.

Money Order Service to Pakistan

Money Orders may be issued on Pakistan on the same conditions as apply to India. Such orders must not be given to sender but forwarded direct to the Chief Accountant G.P.O., St. John's.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Christian W, Va. ..... 48201 - 48800
Clay City, Ky. ..... 62806 - 63000

TELEGRAPHS

Telegraph Traffic December 1947

Class	1946	1947	Increase	Decrease
Paid Telegrams including Priority	108,828	120,096	11,268	.....
Priority	12,283	11,925	.....	358
Phono-telegrams	1,987	2,200	213	.....
Total Paid Traffic	110,815	122,296	11,481	.....
Deadhead and Service Messages	9,686	7,848	.....	1,838
Telegram Equivalent Weather Forecasts and Coastal Steamer reports for Public Information	5,780	10,451	4,671	.....
Total Traffic	126,281	140,595	14,314	.....

During the month 9 complaints were received and dealt with. In 8 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials: in addition 12 cases of irregularities were disclosed through routine supervision. The comparative figures for the same period last year were: 11, 8 and 5.

Telegraph Traffic Handled During the Christmas Pressure Period, December 20th to January 2nd

	1946	1947	Increase
Paid Telegrams including Priority	56,041	62,790	6,749
Deadhead, Service Messages and Message Equivalent Weather Forecasts, etc.	6,064	6,488	424
Total	62,105	69,278	7,173
St. John's:—Accepted over Counter	6,620	7,048	428
Delivered	13,753	14,912	1,159

Telegraph Traffic Year 1947

Class	1946	1947	Increase	Decrease
Paid Telegrams including Priority	1,047,417	1,134,793	87,376	.....
Priority	130,846	124,710	.....	6,136
Phono-telegrams	25,304	27,850	2,546	.....
Total Paid Traffic	1,072,721	1,162,643	89,922	.....
Deadhead and Service Messages	119,429	101,935	.....	17,494
Telegram Equivalent Weather Forecasts and Steamer reports for Public Information	86,246	75,929	.....	10,317
Total Traffic	1,278,396	1,340,507	62,111	.....

During the year 111 complaints were received and dealt with. In 86 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 149 cases of irregularities were disclosed through routine supervision. The comparative figures for 1946 were: 150, 126 and 132.

POST OFFICE CIRCULAR.

THURSDAY, 29th JANUARY, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

PROMOTION

St. John's, G.P.O. .....Mr. L. P. Dodd, Letter Carrier, to be Assorter, as from the 15th. January, 1948.

TRANSFER

1802

St. John's, G.P.O. .....Mr. E. Walsh, Assorter, G.P.O., to be R.P.O. Clerk, as from the 15th. January, 1948

FACILITIES INSTALLED

Riverhead, St. Mary's .....Money Order facilities were installed at Riverhead, St Mary's on the 14th. January, 1948.

OFFICE OPENED

Loreburn, T. B. .....A Telephone Office was opened at Loreburn, T.B., on the 1st. January, 1948. Telegraph connecting office is Hillview, T.B.

Penguin Arm, B.O.I. .....A Postal (non-Money Order) Office was opened on the 26th. November, 1947.

BIRTH AND MEDICAL CERTIFICATES

All appointees to the Civil Service are required to furnish a birth certificate of medical fitness on appointment. Officials, who have not already furnished these certificates should attend to this matter immediately.

Birth certificates will be returned under registered cover as soon as they have been entered in the records and checked by the Auditor.

If it is impossible to obtain a birth certificate, every effort should be made to produce a baptismal certificate which should show the date of birth, and if that too, for any reason is impossible a sworn declaration should be completed before a Justice of the Peace, Magistrate or Clergyman. It must be understood that the sworn form will only be accepted where it is impossible to obtain a birth certificate

See corrected table on page 1775

INLAND RATES OF POSTAGE—READY RECKONER

With reference to the Notice appearing on Page 1762 of the Post Office Circular of the 15th. January, 1948, it is felt that the following table of Inland Postage Rates will be of benefit to Postmasters for use as a ready reckoner in calculating postage on all items of Inland Mail other than parcels, weighing one pound or less. A copy of this table must be kept at all counters.

Weight not exceeding ounces	Letters Town Delivery	Letters Within Nfld.	Newspapers	Printed Papers	Samples	Greetings Cards	Small Packets
	c	c	c	c	c	c	c
½	3	4	1	1	1	2	2
1	3	4	1	1	1	2	2
1½	3	6	1	1	1	2	2
2	3	6	1	1	1	2	2
3	5	8	1	2	2	4	4
4	7	10	1	2	2	4	4
5	9	12	2	3	3	6	6
6	11	14	2	3	3	6	6
7	13	16	2	4	4	8	8
8	15	18	2	4	4	8	8
9	17	20	3	5	5	10	Limit of weight 8 ounces
10	19	22	3	5	5	10	
11	21	24	3	6	6	12	
12	23	26	3	6	6	12	
13	25	28	4	7	7	14	
14	27	30	4	7	7	14	
15	29	32	4	8	8	16	
16	31	34	4	8	8	16	
	Then two cents, each half ounce after Limit of weight 4 lbs. 6 ounces	Then two cents each ounce after Limit of weight 4 lbs. 6 ounces	Then one cent each four ounces after Limit of weight 4 lbs. 6 ounces	Then one cent each two ounces after Limit of weight 4 lbs. 6 ounces Single volume 6 lbs 9 ounces	Then one cent each two ounces after Limit of weight 1 lb.	Then two cents each two cunces after Limit of weight 4 lbs. 6 ounces.	

BILLS FOR PAYMENT

Postmasters are reminded that bills sent in for work performed on Line Repairs must contain the following information:

(i) Date during which the expenditure was incurred.
(ii) Order Number.
(iii) Work Sheet, Form 1246 attached.

It should be noted that the authorized rates of pay are as follows:

(i) Climber and Cooks..... 55 cents per hour.
(ii) Labourers (Ground Work)..... 50 cents per hour.

The number of hours worked and the rate per hour should always be shown.

In future bills which do not contain the above information will be returned and thereby causing delay in effecting payment.

LIST OF MAGISTRATES IN NEWFOUNDLAND AND LABRADOR

(Exclusive of St. John's)

The following is a revised list of Magistratesand their districts:

District	Magistrate	Name	Residence
Bell Island	Assistant Magistrate	B. White	Bell Island
Bonavista	District Magistrate	G. Penney	Bonavista
Bonne Bay	Assistant Magistrate	L. P. Walsh	Bonne Bay
Brookfield	Assistant Magistrate	G. E. Trickett	Glovertown
Carbonear	Assistant Magistrate	C. A. Sheppard	Harbour Grace
Channel	Assistant Magistrate	A. Cramm, B.Sc.	Channel
Clarenville	Assistant Magistrate	C. M. Lane	Clarenville
Corner Brook	District Magistrate	N. Short	Corner Brook
	Assistant Magistrate	H. W. Strong	Corner Brook
Ferryland	Assistant Magistrate	Mulcahy	St. John's
Grand Bank	District Magistrate	R. M. Sparkes	Grand Bank
Grand Falls	District Magistrate	B. J. Abbott	Grand Falls
Goose Airport	Assistant Magistrate	H. Noseworthy, B.A.	Goose Airport
Harbour Breton	Assistant Magistrate	E. Jones	Harbour Breton
Holyrood	District Magistrate	M. E. Hawco	Holyrood
Placentia	District Magistrate	W. J. Linegar	Placentia
Springdale	Assistant Magistrate	G. W. Clarke, B.Sc.	Springdale
St. Anthony	District Magistrate	T. J. Wade	St. Anthony
St. George's	Assistant Magistrate	D. J. F. Scott, B.A.	St. George's
Twillingate	Assistant Magistrate	A. L. Spracklin	Twillingate

TELEGRAPHS

Service with Germany

Advice has been received that Nightletter Telegrams (NLT) are now admitted to civilian addresses in the British and United States zonesof Germany.

Service with Palestine

Advice has been received that owing to widespread disturbances in Palestine, all telecommunications traffic is liable to heavy delay, and possible temporary suspension of services.

Reporting the Movements of Coastal Steamers

Offices are reminded of the necessity of reporting promptly and accurately the movements of coastal steamers.

Destruction of Old Telegram Records

The regulation requiring the dstruction of telegram records which are over two years old, is repeated for attention.

Copies of telegrams, service and deadhead messages, delivery receipts, etc., which have served their purpose must be destroyed by being burned once a month. The records for two years must, however, be kept on hand in case it is required to refer to them.

No office should, therefore, have on hand any of the above telegram records dating beyond the 31st. December, 1945. At the end of this month the records for the month of January 1946 should be destroyed, and so on for each month, always keeping on hand the records for two complete years immediately previous.

Acceptance of Collect Telegrams for Government Departments

Attention is again called to the instructions regarding the acceptance of COLLECT telegrams for Government Departments, which state that such telegrams must not, under any circumstances, be accepted, except from properly authorized officials.

AIR MAIL RATES—READY RECKONER

In order to simplify and accelerate the calculation of postage due to be paid on items tendered for posting by air mail the following table showing the postage to be collected in respect of items addressed to Canada, the United States, the United Kingdom and Europeon countries including Eire is published. This table must be copied and kept on the counter and sorting table for reference. Postage on all weights up to eight ounces is shown (fifteen pounds for U.S. air parcels). Postage in respect of items weighing over eight ounces must be calculated.

page 778

Weight not exceeding ounces	Canada	U.S.A. Letters	United Kingdom	Europe Including Eire	Air U.S.A. Parcels lbs.	Air U.S.A. Parcels Postage
	$	$	$	$		$
½	0.07	0.10	0.20	0.30	1	0.90
1	0.14	0.20	0.40	0.60	2	1.50
1½	0.21	0.30	0.60	0.90	3	2.10
2	0.28	0.40	0.80	1.20	4	2.70
2½	0.35	0.50	1.00	1.50	5	3.30
3	0.42	0.60	1.20	1.80	6	3.90
3½	0.49	0.70	1.40	2.10	7	4.50
4	0.56	0.80	1.60	2.40	8	5.10
4½	~~0.630~~.63	0.90	1.80	2.70	9	5.70
5	0.70	1.00	2.00	3.00	10	6.30
5½	0.77	1.10	2.20	3.30	11	6.90
6	0.84	1.20	2.40	3.60	12	7.50
6½	0.91	1.30	2.60	3.90	13	8.10
7	0.98	1.40	2.80	4.20	14	8.70
7½	1.05	1.50	3.00	4.50	15	9.30
8	1.12	1.60	3.20	4.80		
	and 7c. for each **half** ounce after	and 10c. for each **half** ounce after	and 20c. for each **half** ounce after	and 30c. for each **half** ounce after	Limit of weight 15 lbs.	
	Limit of weight 4 lbs. 6 ounces	Limit of weight 4 lbs. 6 ounces	Limit of weight 4 lbs. 6 ounces	Limit of weight 4 lbs. 6 ounces		

IMPORTANT NOTES:

1. The air mail parcel post service extends only to the United States. All air mail items addressed to other countries are liable to the air mail letter rate of postage and to the limits of weight and size applicable to letters.
2. There is an inland air mail service which operates between St. John's, Gander and Goose Airport only. The rate is the same as that applicable to Canada.

POST OFFICE CIRCULAR.

THURSDAY, 12th FEBRUARY, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Trinity, T.B. ..... Mr. Norman Warren, to be Patrolman, as from the 1st January, 1948.

Trinity, T.B. ..... Mr. Cyril Bartlett, to be Patrolman, as from the 1st January, 1948.

LEAVE

The following regulations are taken from the "Rules for Discipline and Guidance of Civil Servants" and are republished for the benefit of those officials who are apparently unaware of the regulations:—

1. When an officer is unable, from illness or any other cause, to attend duty he must inform his superior officer immediately.
2. When illness extends beyond four days a certificate of a duly qualified medical practitioner must be furnished stating the nature of the officer's illness and the probable date of resumption of duty. If the officer is unfit for duty at the expiration of the period indicated by such certificate, the certificate must be renewed.

   (Certificates are received without stating the nature of the illness and without giving the probable date of resumption of duty. Officials should request the medical practitioner to give this information on the certificate).
3. The number of days for which pay may be given without a medical certificate may in no case exceed seven in any period of twelve months.
4. In the case of prolonged absence through sickness, the extent to which such absence on full pay will be continued will depend on the circumstances of the case. The sole justification for a long period of sick leave being that it will probably enable a public servant to return to duty at its conclusion, the Treasury reserves the right to exclude final sick leave from the calculation of service for pension.

MAILS

Proper Packing of Parcels

It has been reported by Mail Clerks and Post Offices that parcels are being received from various offices improperly packed. Postmasters must exercise the greatest possible care to see that all parcels accepted for transmission by parcel post, conform with the following regulations.

(This applies with special force to parcels containing perishable or fragile articles).

(1) All materials likely to melt or spill upon breakable must be so packed as to ensure that no grease or liquid will escape through the outer cover, should melting or breakage occur.

(2) Fish, game, meat, etc., should be well packed and marked **"Perishable."**

(3) Butter, lard, grease and other liquifiable substance must be packed in strong, leak-proof containers.

(4) Parcels containing goods likely to spoil within the time reasonably required for transportation and delivery, must **NOT** be accepted for mailing.

(5) Specimens of blood, sputum, etc., must be enclosed in a stoppered or screw covered glass container. This must be enclosed in an inner tin container together with sufficient absorbent material to absorb all the liquid contents in case of breakage, which in turn must be enclosed in an outer mailing case with a screw cover. This applies especially to packages to and from the Department of Public Health and Welfare. Persons mailing such packages should be asked to fasten both top and bottom of the container with adhesive plaster or gummed paper.

Advice of Reception Service and Enquiry Respecting Registered or Insured Items of Mails

Your attention is again directed to the proper use of Advise of Reception Cards, and Enquiry Form 1411 in connection with registered or insured items of mail.

If at the time of posting the sender of an inland item requests proof of delivery, an A.R. Card must be properly completed and a fee of five cents collected, stamps to that value must be affixed to the item mailed.

If an A.R. Card is requested in connection with a foreign item, a fee of ten cents must be collected, stamps to the value must be affixed to the A.R. Card.

If after a period has elapsed the sender in either case requests an enquiry to be made respecting an item of registered or insured mail, form 1411 must be used. No fee is necessary if the item under enquiry was accompanied by an A.R. Card at time of posting. If no A.R, Card was applied for at time of posting, and the sender requests proof of delivery, a fee of five cents must be collected and attached to form 1411. If the sender merely desires to know what disposal was made of the item, the enquiry can be made without the collection of a fee.

DATE STAMPS TO BE KEPT CLEAN

The quality of date stamping generally is poor. Examination of correspondence from time to time shows the date stamps as indistinct and neither the name of the office of posting nor the date on which it was posted can be read. It is esssential that these particulars should be shown distinctly on each item of mail. Postmasters will find that it will assist them in obtaining clear impression if they use the rubber stamping pads which were supplied to all offices. If this pad is not in stock at your office it should be requisitioned from the Stores Department immediately. It is also noted that postage stamps are not properly defaced.

STORES

Repeated instructions have been issued to the effect that store requisitions should show the form number of all stationery items. It is most important that this instruction be carried out. In future, unless this information is filled in on requisitions, the requisition may be returned for completion before items will be supplied.

COST OF LIVING BONUS

Effective from 1st October, 1947, a Cost of Living Bonus has been granted to all Civil Servants except those employed on a casual, temporary or contractual basis in accordance with the following scales:

Staff on annual salaries of:—

	Men	Women
$1,400 per annum and over	$120.00 p.a.	.....
1,000 per annum and over	.....	$90.00 p.a.
Under $1,400	$90.00 p.a.	.....
Under 1,000	.....	$60.00
Less than $900.	10% of salary	.....
Less than 600.	.....	10% of salary

ACCOUNTING

Stolen Canadian Money Order Forms

The following Canadian Money Order Forms have been reported stolen:—

Vancouver, B.C., Postal Station "L" ..... 281-22865 to 281-23200

Vancouver, B.C., Postal Station "L" ..... 286-71201 to 286-72200 (Office numbered 9806)

Vancouver, B.C., Postal Station "L" ..... 286-72201 to 286-73200 (unnumbered)

TELEGRAPHS

Change in Telephone Rentals

On and from the 1st October, 1947, the following charges will apply in respect of subscribers connected to exchanges with a capacity of less than 100 subscribers:—

1. For private lines $30.00 per year.
2. For party lines $15.00 per year.
3. The present rate of $10.00 per year will continue to apply to subscribers connected to grounded rural party line system although they may also terminate at the exchange in certain cases.

Free Delivery of Telegrams

The following regulation regarding the free delivery of telegrams is repeated for information:—

"The limit of free delivery of telegrams is as follows: Where there is no Messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a Messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond these limits a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered by a trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

When a telegram is received for an addressee outside the delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery and of the cost of delivering by special Messenger.

"In every case confirmation of delivery must be obtained."

Delivery of Telegrams at Harmon Field, Argentia, Gander and Goose Airports

Renewed attention is drawn to the instructions regarding the addressing of telegrams accepted for the above named points which have been frequently published in previous Post Office Circulars. The full and complete address is required in order to assist the Department in effecting deliveries otherwise telegrams must be accepted at senders risk and telegrams should be so endorsed. Senders should also be informed that in most cases even though a full address is carried it is practically impossible to make personal deliveries. Claims for refundment of charges in respect of telegrams that do not carry a full address will not be considered.

Examination of Telegrams for Evidence of Transmission

Owing to failures in the transmission of telegrams it is found necessary to repeat the regulation governing the examination of telegrams for evidence of transmission, etc., and strict attention is again called to these regulations, particularly to the following extracts:

1. At regular intervals (hourly if possible) the "sent" files should be inspected to ascertain if all telegrams sent since last inspection bear proper evidence of transmission.
2. The numbers on telegrams sent and received are to be examined to see that none are missing and that any errors discovered are corrected.
3. Numbers are to be compared daily between offices at closing.
4. If through any unavoidable cause numbers cannot be exchanged on the date of transmission comparison must be made on the following morning.

POST OFFICE CIRCULAR.

THURSDAY, 26th FEBRUARY, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

LaScie ..... Miss Marie Duggan, to be Postmistress and Operator as from the 23rd October, 1947.

Deer Lake ..... Mr. C. B. Pritchett, to be Postmaster and Operator, as from the 1st February, 1948.

Corner Brook ..... Miss Cinderella Hodge, to be Assistant as from the 1st February 1948.

Corner Brook ..... Mr. James Whittle, to be Assistant, as from the 9th January, 1948.

Buchans ..... Miss Doris Murphy, to be Assistant, as from the 1st February, 1948.

Curling ..... Mr. Roy Pennel, to be Messenger Assistant, as from the 2nd February, 1948.

MAILS

Direct Parcel Post to Great Britain

Effective immediately the sending of Parcel Post to Great Britain through Canada will be discontinued. In future all parcels for Great Britain will be sent direct to Liverpool from St. John's by the RMS Newfoundland or RMS Nova Scotia. The parcel post rate to Great Britain will be 40 cents for the first pound plus 10 cents for each additional pound or fraction thereof. (See Post Office Circular Page 1742). The old rate will be discontinued.

Registration of O.H.M.S. Mail

All officials are advised that the registration fee of five cents for inland registration must be paid on all O.H.M.S. mail presented by Government officials for registration with the exception of mail posted by Post Office officials on official business.

Duty Accounting

Renewed attention is drawn to the instructions which appeared on page 1716 of Post Office Circular dated 31st July, 1947, regarding Duty parcels received with no bill number. Postmasters are reminded that the date the parcel was received and the name of the person to whom the parcel was addressed must also be shown at space "A" on the back of the duty report in addition to the amount.

Parcel Post Rates

The Parcel Post Rates to the following countries are effective immediately:

ALASKA, GUAM, HAWAII, PANAMA, CANAL ZONE, PUERTO RICO, VIRGIN ISLANDS (U.S.)

1 lb.	2 lbs.	3 lbs.	4 lbs.	5 lbs.	6 lbs.	7 lbs.	8 lbs.	9 lbs.	10 lbs.	10-15 lbs.
.55	.80	$1.10	1.35	1.60	1.85	2.10	2.40	2.65	2.90	3.50

Argentina	Cuba	Guadoloupe	Panama
Bolivia	Dominican Republic	Martinique	Paraguay
Brazil	Dutch Guiana	Guatemala	Peru
British Honduras	Dutch West Indies	Haiti	Philippines
Chile	Ecuador	Honduras	Turks Island
Colombo	El Salvador	Mexico	Uruguay
Costa Rica	French Guiana	Nicaragua	Venezuela

1 lb.	2 lbs.	3 lbs.	4 lbs.	5 lbs.	6 lbs.	7 lbs.	8 lbs.	9 lbs.	10 lbs.	10-15 lbs.
.65	.90	$1.20	1.45	1.70	1.95	2.20	2.50	2.75	3.00	3.75

Parcels for the above mentioned countries cannot be insured.

COUNTRY	1 lb.	2 lbs.	3 lbs.	4 lbs.	5 lbs.	6 lbs.	7 lbs.	8 lbs.	9 lbs.	10 lbs.	10-15 lbs.
Bahamas	.20	.40	.60	.80	$1.00	1.20	1.40	1.60	1.80	2.00	2.60
Barbados	.30	.50	.70	.95	1.15	1.35	1.55	1.80	2.00	2.25	3.00
Bermuda	.20	.40	.60	.80	1.00	1.20	1.40	1.60	1.80	2.00	2.60
British-Guiana	.25	.45	.65	.85	1.05	1.25	1.45	1.65	1.85	2.05	3.10
Jamaica	.25	.50	.70	.95	1.20	1.45	1.70	1.90	2.15	2.40	3.10
Leeward-Islands	.20	.40	.60	.80	1.00	1.20	1.40	1.60	1.80	2.00	2.60
Trinidad	.25	.45	.65	.85	1.05	1.25	1.45	1.65	1.85	2.05	3.10
St. Vincent . ..	.20	.40	.60	.80	1.00	1.20	1.40	1.60	1.80	2.00	2.60
St. Lucia	.20	.40	.60	.80	1.00	1.20	1.40	1.60	1.80	2.00	2.60
Grenada	.20	.40	.60	.80	1.00	1.20	1.40	1.60	1.80	2.00	2.60

Leeward Islands include the following: Antigua, Barbuda, Dominica, Monserrat, Nevis, St. Kitts, Tottola, Virgin Gorda, Anegada and Jost Van Dykes.

Insurance to the amount of one hundred dollars is allowed to each of the above countries.

Inland Rates of Postage—Ready Reckoner

In the Ready Reckoner appearing on page 1766 of the Post Office Circular of the 29th January, the column "Letters Town Delivery" is incorrect as are the limits of weight shown under "Printed Papers." The whole table is, therefore, cancelled and replaced by the table given below. Copies made of the original table must be destroyed and copies of the new table made for counter reference.

Corrects errors in table on p 1766

Weight not exceeding ounces	Letters Town Delivery	Letters Within Nfld.	Newspapers	Printed Papers	Samples	Greetings Cards	Small Packets
	c	c	c	c	c	c	c
½	3	4	1	1	1	2	2
1	3	4	1	1	1	2	2
1½	5	6	1	1	1	2	2
2	5	6	1	1	1	2	2
3	7	8	1	2	2	4	4
4	9	10	1	2	2	4	4
5	11	12	2	3	3	6	6
6	13	14	2	3	3	6	6
7	15	16	2	4	4	8	8
8	17	18	2	4	4	8	8
9	19	20	3	5	5	10	
10	21	22	3	5	5	10	Limit of weight 8 ounces
11	23	24	3	6	6	12	
12	25	26	3	6	6	12	
13	27	28	4	7	7	14	
14	29	30	4	7	7	14	
15	31	32	4	8	8	16	
	33	34	4	8	8	16	
	Then two cents each ounce after	Then two cents each ounce after	Then one cent each four ounces after	Then one cent each two ounces after.	Then one cent each two ounces after	Then two cents each two ounces after	
	Limit of weight 4 bs. 6 ounces	Limit of weight 4 pounds 6 ounces	Limit of weight 4 lbs. 6 ounces	Limit of weight 6 lbs. 8 ounces Single volume 11 lbs.	Limit of weight 1 lb.	Limit of weight 4 lbs. 6 ounces	

Stolen U.S. Money Order Forms

The following United States Money Order Forms have been reported stolen:—

Burnside, Ky.	148001 - 152000
North Madison, Ohio.	37507 - 39000
Urbana, Tex.	13298 - 134000

TELEGRAPHS

Ice Intelligence Service

Daily reports in connection with this service for the Department of Natural Resources from the following Offices commenced on the 16th February:

Grates Cove, Bonavista, Newtown, Twillingate, Fogo, Little Bay Islands, LaScie, Horse Island, Harbour Deep, Groais Island, Griquet, Cook's Harbour, Flower's Cove, Port Saunders, Cowhead, Cape St. George, Port aux Basques, Isle aux Morte, Ramea, Battle Harbour, Cartwright, Hopedale, Point Amour, Belle Isle.

Copies of Telegrams

Copies of telegrams may be delivered to the addresse or sender on proper identification at the office of delivery or origin on the payment of a fee of ten cents for each copy beyond the first delivered.

Authority must be obtained by service message from the Superintendent of Telegraphs to deliver copies and such authority will be made in duplicate, one copy of the order to be wired to the office requesting permission to furnish a copy of the telegram and the other to be passed to the Accountant at a debit charge against the office of delivery.

Telegrams Subject to Delay Owing to Interruption

It is noted that the regulation which stipulates that in the event of telegrams being subject to delay owing to interruption at any stage in their transmission, the remarks "delay line trouble" shall be transmitted after the check, is not being strictly adhered to. In future receiving operators will be held equally responsible for failures in respect of this essential regulation.

The remarks must be transmitted in full; not merely the abbreviation D.L.T.

POST OFFICE CIRCULAR.

THURSDAY, 11th MARCH, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

1411

APPOINTMENTS

Spanish Room ..... Miss Mary Dober, to be Postmistress and Telephone Attendant, as from 1st February, 1948.

Brighton ..... Miss Audrey Bridger, to be Postmistress and Telephone Attendant as from the 1st October, 1947.

Arnold's Cove ..... Mr. Aubrey Reid, to be Assistant Line Patrolman as from the 8th March 1948.

Newstead ..... Miss Georgina Harnett, to be Postmistress and Telephone Attendant, as from the 21st February, 1948.

Port aux Basques ..... Mr. Ross Coffin, to be Messenger, as from the 1st February 1948.

OFFICE CONVERTED

Mall Bay, St. Mary's ..... The Telephone Office at Mall Bay, St. Mary's, was converted to a Postal (non-money order) and Telephone office as from the 14th November 1947. The nearest Money Order Office is Riverhead, St. Mary's. The Telegraph connecting office is St. Mary's.

Miles Cove, N.D.B. ..... The Telephone office at Miles Cove, N.D.B., was converted to a Postal (Non-Money Order) and Telephone office as from the 2nd December, 1947. The nearest Money Order Office is Port Anson. The telegraph connecting office is Pilley's Island.

OFFICE OPENED

Main Brook, H.B. ..... A Postal (Non-Money Order) Office was opened at Main Brook, H.B., on the 14th February, 1948. The nearest Money Order Office is Roddickton, which is also the telegraph connecting office.

1232

MAILS

Parcel Post to CHINA

Advice has now been received to the effect that Imp[illegible] are not required for parcels for China not exceeding $50.00 in value containing goods [illegible] as gifts and clearly marked as such.

Mail Without Postage Stamps Received from Other Countries

Provision is made in the Universal Postal Union Air Mail Convention for the indication of prepayment of postage on air correspondence by means of an endorsement reading "Taxe percue", and an indication of the amount paid in currency of the country of origin, provided it is supported by an impression of the date stamp of the office of mailing.

The endorsement indicating prepayment may take the form "Port Paye", "T.P., "P.P." and has been observed in the language of the country of origin, e.g. Austria indicated as a word "Bezahlt" or "Gebuhr Bezahlt."

Unless they are marked for the collection of deficient postage such articles are to be delivered as addressed without change.

Correction Air-Mail Rates—Ready Reckoner

The rate of air mail postage to Canada on an item exceeding four ounces and not exceeding four and one half ounces is sixty-three cents not eighty-three as shown on page 1768 of the Post Office Circular of the 29th January 1948.

Postmasters will please correct the table of rates accordingly.

Newfoundland Government Bulletin

The Public Relations Officer of the Commission of Government issues a monthly bulletin which is transmitted to persons all over Newfoundland. Reports received from different Post Offices would indicate that a number of these bulletins are addressed to persons who are deceased or who have left their native settlements.

All Postmasters should, upon receipt of the Government Bulletin, make a list of those which are undeliverable showing after each name the reason why the items cannot be delivered. This list should be forwarded to the Public Relations Officer, Commission of Government, St. John's, Newfoundland. A copy should be kept on file at the Post Office concerned and another copy sent to the Chief Inspector, Department of Posts and Telegraphs, St. John's.

This notice was published in the Post Office Circular on the 13th March 1947 but many offices have failed to respond. A new mailing list is now being prepared and it is hoped that, with the co-operation of all Postmasters, this list will be up to date and will not contain names of persons who are deceased, unknown or have left the Settlement.

ACCOUNTING

Certain Postmasters omit to show the name of their Office on the reports when forwarding them to Head Office. This omission causes considerable inconvenience at Head Office and is particularly noticeable in the Duty Report Form 1416).

Postmasters should ensure that the name of their Office is shown on all reports in future.

Money Orders to Palestine and Transjordan

Information has been received from the British Post Office that as Palestine and Transjordan are now outside the sterling area, Money Orders should no longer be issued on these places.

Stolen U.S. Money Order Forms

The following United States Money Order Forms have been reported stolen:—

Mayo, N.C.	24363	-	24400
Prairie Grove Ark.	154534	-	160000
Texarkana, Station 3, Ark.	4101	-	4200

Radio Licences

There appears to be some doubt in the minds of Postmasters as to whether a person who operates more than one radio must obtain a licence for each.

Actually under the Radio Telegraph Act it is a Radio Receiving Station that is licenced and not the radio itself, and a station may consist of one or more radios provided they are located on the same premises.

For example, a person may have one or more radios in his residence but only one licence is required. But if the same person has a radio or radios in his office, car or boat a separate licence is required in each case.

Also, if there are two or more families in the same residence each must have a licence. Similarly a licence issued to a person does not cover a radio owned by a son or daughter, etc., of that person.

Radio Licences will, in future, be issued in accordance with the above, regardless of any previous instructions.

C. O. D. Service

Gummed stickers, Form 1439, with C.O.D. printed in large letters are being supplied to all offices which despatch C.O.D. packets.

This sticker must be affixed by the sender to the address side of all C.O.D. packets and the C.O.D. number written plainly in the space provided on the sticker. Postmasters and Counter Clerks must see that this sticker is affixed and the C.O.D. number entered thereon before the packet is put in the mails.

The purpose of this sticker is to render the packet more conspicuous and to enable the office of delivery to recognize a C.O.D. packet even though the C.O.D. tag (Part D) has become lost in the mails.

Postmasters must carefully examine all incoming mails to ascertain if a C.O.D. packet is contained therein. If a packet should be found with the C.O.D. sticker affixed and no tag (part D) attached, the packet must not be delivered until the particulars of collections, etc., have been obtained from the office of posting or from Part B of the tag.

Any office which has not received a supply of these stickers may obtain them by requisitioning from Stores.

TELEGRAPHS

Extended Hours Ship-Shore Service at Ramea, Twillingate, Corner Brook and Cartwright During Period of Seal Fishery

During the period of the Seal Fishery the hours for Ship-shore Service at Ramea, Twillingate, Corner Brook and Cartwright are extended as follows:—

Week-days ..... 7 p.m. to 10 p.m.
Sundays ..... 10 am. to Noon; 3 p.m. to 5 p.m.; 7 p.m. to 10 p.m.

Acceptance of Telegrams Near Closing Time and on Sundays and Holidays

The senders of telegrams who hand them in after 5.30 p.m. on regular working days, and after 11 a.m. on holidays, should be informed that ordinarily such telegrams are likely to remain undelivered until the following morning and senders should be requested to file their telegrams before these times in order to assist the Department in its effort to provide a reasonably good telegraph service.

It should be noted that only telegrams of a strictly urgent nature may be accepted for transmission on Sundays or Holidays to which Sundays hours apply, e.g. Christmas Day.

Radio-Telephone Ship-Shore Service Established at Twillingate

Radio-telephone Ship-shore service was established at Twillingate on the 6th of March.

Telephone Service Established with Twillingate

Long-distance telephone service was established with Twillingate on the 1st of January, 1948.

Telegrams for St. John's Insufficiently Addressed

The following instructions regarding addresses on telegrams for St. John's is repeated for information.

"It is necessary that telegrams for other than well known business firms and/or persons connected with such firms addressed in care of the firm, should have a full and complete street address, that is, house number, name of street, and, in the case of telegrams for other than householders, the name of the householder, thus:—

John Smith,
c/o White,
102 Young Street,
St. John's.

If it is not possible to obtain a complete address as outlined above, the telegram must be accepted at the sender's risk and the sender so informed at the time of filing.

In the case of telegrams which are replies and addresses are unknown the reference to the telegram to which it is a reply must be given in th preamble, thus:—"Ans. Yr. 36/14."

POST OFFICE CIRCULAR.

THURSDAY, 25th MARCH, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Hickman's Harbour ..... Miss Melinda Morash, to be Postmistress and Operator, as from the 19th February, 1948.

G. P. O., St. John's ..... Mrs. Bessie Walsh to be Cleaner, as from the 1st March, 1948.

Port Rexton ..... Mr. Whitfield Randell, to be Postmaster and Telephone Attendant, as from the 1st March, 1948.

Deer Lake ..... Miss Ruby Caravan, to be Messenger, as from the 1st March, 1948.

Deer Lake ..... Miss Lavina Chaulk, to be Assistant, as from the 1st March, 1948.

St. Anthony ..... Mr. Carl Milley, to be Messenger, as from the 1st March, 1948.

TRANSFERS

Newfoundland Assorting Office, North Sydney ..... Mr. Cecil Parsons, Clerk, G.P.O., to be Clerk at Newfoundland Assorting Office, North Sydney, as from the 1st March, 1948.

SPECIAL NOTICE

The following decision has been made by the Government for officials occupying Government premises:

Effective from the 30th April, 1948, persons occupying dwelling houses owned by the Government will not be permitted to take boarders or lodgers except when they are officials of the Crown.

Employees of this Department who occupy houses owned by the Goernment should govern themselves accordingly.

MAILS

Semi Annual Statistics

The semi-annual statistics will be taken in May commencing on the 1st and ending on the 31st. Form 1393 must be used for this purpose and any Postmaster who does not receive a supply of these forms nor has a supply on hand should requisition same from the Controller of Stores, St. John's.

Location of Courier Camps

All Postmasters who have Couriers connecting at their Office are requested to forward to the Chief Inspector a list of Courier Camps on the Courier routes in their vicinity. This list should show the number of camps, the exact location, when erected, when repaired and the present condition of the camps.

Information in this respect could be obtained from the Couriers on the routes concerned and every effort should be made to complete the list as soon as possible.

Airmail Rates

See page 1806 for some removed rates

The following airmail rates are effective immediately:

Any place in;	Letters	Cards
Canada	7c. each half ounce	
United States	10c. each half ounce	
Great Britain and Northern Ireland	20c. each half ounce	10c. each
Ireland (Eire)	30c. each half ounce	20c. each
Europe (including European Russia)	30c. each half ounce	20c. each
Bahamas, Cuba, Dominican Republic, Guatemala, Haiti, Jamaica, Mexico, Turks Island	15c. each half ounce	
Antigua, Canal Zone, Costa Rica, Curacao, El Salvador, Honduras, Nicaragua, Panama, Puerto Rico, Virgin Islands	20c. each half ounce	
Bermuda, Dutch Guiana (Surinam) French Guiana, Hawaii, Trinidad	25c. each half ounce	
Guadeloupe, Leeward Islands (except Antigua and St. Kitts) Martinique, Midway Island	30c. each half ounce	
British Guiana, British Honduras, Canton Island	35c. each half ounce	
Barbados, Grenada, Fiji Islands, St. Kitts, St. Lucia, St. Vincents, Wake Island	40c. each half ounce	
Guam, New Caledonia	45c. each half ounce	
Philippine Islands	50c. each half ounce	
South America:—		
Colombia, Venezuela	20c. each half ounce	
Ecuador	25c. each half ounce	
Peru	30c. each half ounce	
Bolivia	35c. each half ounce	
Argentina, Brazil, Chile, Paraguay, Uruguay	40c. each half ounce	
Africa:—		
Algeria, Anglo-Egyptian Sudan, Belgian Congo, British Somaliland, British Togo, British Cameroons, Cyernaica, Dahomey, Egypt, Eritrea, Ethiopia, French Cameroons, French Equatorial Africa, French Guinea, French Somaliland, French Sudan, French Togo, Gambia, Gold Coast, Ivory Coast, Kenya and Uganda, Liberia, Madagascar, Mauritania, Mauritius, Morocco, Niger, Nigeria, Northern Rhodesia, Nyasaland, Portuguest East Africa, Portuguest West Africa, Reunion, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Southern Rhodesia, Spanish Guinea, Tanganyika, Tripolitania, Tunsia, Zanzibar	45c. each half ounce	35c. each
Middle East:—		
Aden, Cyprus, Iraq, Iran, Lebanon, Palestine, Saudi Arabia, Syria, Persian Gulf (Bahrein Dubia, Kuwait, Muscat and Sharja) Transjordan	45c. each half ounce	35c. each
Asia (including Russia in Asia):—		
Afghanistan, Brueni, Burma, China, Ceylon, French Indo-China, Hong-Kong, India, Macao, Malay States, Netherlands East Indies, North Borneo, Siam, Straits Settlements, Tibet	50c. each half ounce	40c. each

Oceania:—
Australia, Banks Islands, Cooks Islands, Fanning Island,
French Settlement of Oceania, Gilbert and Ellice Islands,
Nauru, New Guinea, New Hebrides, New Zealand,
Norfolk Islands, Papua, Samoa, Solomin Islands, Tonga .... 50c. each half ounce 40c. each

ACCOUNTING

Radio Licences

In making out Radio Licences Postmasters and Counter Clerks must include the CHRISTIAN names and full address of the person to whom the licence is issued. Enquiries should be made of the purchaser as to whether he has changed his address since the last licence was issued or if the radio was licensed in his name during the previous year. Any such change should be noted on the office copy of the licence.

Discontinuance of Money Order Service

Information has been received from the British Postal Administration that Money Order Service to the following places on the Persian Gulf will be discontinued after the 31st March, 1948.

Bahrein	Kuwait
Dubai	Muscat

Stolen U.S. Money Order Forms

The following United States Money Order Forms have been reported stolen:—

Lafayette, Ill. ..... 66601 - 67000
LaFayette, Ill. ..... 68801 - 69000
Klamath River, Calif. ..... 17117 - 17124
Klamath River, Calif. ..... 17127 - 17139 - 17142
Klamath River, Calif. ..... 17169 - 17173
Red House, Va. ..... 22085 - 22200

Recovered U.S. Money Order Forms

The following United States Money Order Forms which were reported stolen have now been recovered:—

Micro, N.C. ..... 24363 - 24400

Stolen Canadian Money Order Forms

The following Canadian Money Order Forms have been reported stolen:—

Vancouver, Sub No. 8, B.C. ..... 284 - 11387 - 284 11400
(Office number 9848)

TELEGRAPHS

Long Distance Telephone Service to Glovertown

Long Distance Telephone Service to Glovertown was opened on the 16th March, 1948.

Twenty-four Hour Continuous Service Established at Battle Harbour and Cartwright Wireless Stations

As from the 14th March a twenty-four hour continuous service will be maintained at Battle Harbour and Cartwright wireless stations.

Cartwright is a combined W/T and R/T Station.

Free Delivery of Telegrams

The limit of free delivery of telegrams is as follows: Where there is no Messenger telegrams shall be delivered by the Postmaster within a radius of one mile from the office. Where there is a Messenger the free delivery shall be within a radius of one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond these limits a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered to a trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

When a telegram is received for an addressee living outside the free delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non delivery promptly and of the cost of delivering by Special Messenger.

In every case confirmation of delivery must be obtained.

Operators—Need for Care and Concentration

The undivided attention of Operators must be concentrated on their work to avoid errors, the frequency of which indicate that this is not always given. An analysis of errors shows that a large percentage is caused through carelessness or inattention. Operators are reminded that talking while sending or receiving is strictly prohibited.

Pages 1785 - 1788

POST OFFICE CIRCULAR.

THURSDAY, 8th APRIL, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Harbour Grace (South Side) ..... Mrs. Daisy Noel, to be Postmistress and Telephone Attendant, as from the 1st April, 1948.

St Vincent's ..... Mrs. Irene Tobin, to be Postmistress and Telephone Attendant as from the 1st April, 1948.

-1417

Salmon Cove, B.D.V. ..... Mrs. Lena Parsons, to be Postmistress and Telephone Attendant as from the 1st April, 1948.

Traytown, B.B. ..... Mrs. Mildred Arnold, to be Postmistress and Telephone Attendant as from the 1st April, 1948.

Black Island, N.D..B ..... Mrs. Wallace Rideout, to be Postmistress as from the 1st April, 1948.

Dunfield, T.B. ..... Miss Bertha Woolridge, to be Postmistress and Telephone Attendant as from the 1st April, 1948.

Holyrood ..... Miss Christina Barron, to be Postmistress and Telephone Attendant as from the 1st April, 1948.

OFFICE OPENED

Smith's Harbour, N.D.B. ..... A Telephone Office was opened at Smith's Harbour on the 8th December, 1947. Telegraph connecting office is Nipper's Harbour, N.D.B.

OBITUARY

The Department regrets to announce the death of Mr. Walter Garf, on the 24th March, 1948.

Mr. Garf entered the service as Messenger in 1908 and was promoted to Clerk Grade II on the 1st January 1938, which promotion he held until his death.

MAILS

Imperial Reply Coupons

Information has been received to the effect that the sale of Imperial Reply Coupons in Palestine will cease on the 31st March and that the exchange of Coupons with other countries will cease on the 30th April, 1948. However International Reply Coupons will still continue to be sold in and exchanged with Palestine.

Enquiries on Items of Mail

It has been observed that many officials disregard the instructions on Form 1411 in respect of proof of delivery of a registered or insured item of mail. For the information of these officials the instructions are repeated:—

"Should the sender of an item require proof of delivery he should be given an A.R. Card and asked to write his name and address on the face of it. A fee of five cents must then be collected and a stamp to that amount affixed to this form in the space provided. The Stamp should be cancelled with a clear impression of the office date stamp. No fee need be collected if an A.R. Card was prepared at the time of posting."

ACCOUNTING

Remittances to the Cashier, Head Office

Postmasters are reminded that all remittances to the Cashier, Head Office, must be accompanied by a separate remittance form for each and every account. The General Remittance Form No. 1045 is to be used for Postage Stamp, Telegraph and Miscellaneous remittances; Form No. 1046 for Duty Form No. W.SC.1 for National Savings Stamps and Form No. S.B. 19 for Savings Bank business. In addition all remittances must be accompanied by Declaration Form No. 1084. If there is a shortage of any of these forms at any office a supply should be requisitioned by the Postmaster from the Controller of Stores, St. John's.

Acceptance of Coin and Currency

The Cashier has advised that coins and bank notes have been received in remittances which are mutilated and of no value.

Postmasters when accepting coins and currency from the public must exercise greater care and take note that:

(1) The coins are not badly mutilated or plugged.

(2) Bank notes are complete. Several notes have been received with parts torn off, which of course, renders the note valueless. Should any bank note be received which is torn the parts should be repaired with mending tape or adhesive paper before forwarding to the Cashier.

Stolen U.S. Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Chicago, Sta. 112, Ill. ..... 337566 - 337800
Billingham, Station 3, Wash ..... 117374 - 117400

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

New Westminster, B.C. ..... 289 - 39876 – 289 – 39900

TELEGRAPHS

Long Distance Telephone Service to Port Blandford

Long Distance Telephone connection was installed at Port Blandford on the 27th March, 1948.

Long Distance Telephone Service to Gambo

Long Distance Telephone Service was installed at Gambo on the 31st March, 1948.

Long Distance Telephone Service to Benton

Long Distance Telephone Service was installed at Benton on the 1st April, 1948.

Direct Communication Between St. John's Telegraphs and Bowater's Telepost, Corner Brook

Direct Teleprinter communication was established between St. John's Head Office and Bowater's Telepost Corner Brook, a sub office of Corner Brook Post Ofice, on the 1st of April. This circuit will be in operation from 8.30 a.m. to Midnight daily except Sunday.

Acceptance of Collect Telegrams for Government Departments

Attention is again called to the instructions regarding the acceptance of "COLLECT" telegrams for Government Departments, which state that such telegrams must not be accepted except from authorized officials of the Department concerned. These instructions also apply to the Department of Civil Re-establishment.

Morse Operation—Speed of Transmission

Recent investigations of Errors and Mutilations in the transmission of telegrams, have shown these to be, obviously, due to the speed of transmission being greater than the operator's ability to receive, and disinclination on the part of the latter to "break" or request repetition. In this connection, therefore, it must be borne in mind by operator's that the speed of transmission must be regulated to suit the ability of receiving operators; and the latter should "break" or request repetition when there is the slightest doubt of the correctness of a word or words.

(This instruction was telegraphed to all offices on the 6th April).

Pages 1789 - 1792

POST OFFICE CIRCULAR.

THURSDAY, 22nd APRIL, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's, G.P.O. ..... Miss Effie Laite, to be Counter Clerk as from the 5th April, 1948.

St. John's, G.P.O. ..... Mr. Harry Hyde, to be Porter as from the 1st April, 1948.

Accounts Branch, St. John's ..... Miss Audrey Morgan, to be Clerk Gaade III, as from the 1st April, 1948.

TRANSFERS

Accounts Branch, St. John's ..... Miss Minnie Barbour, Clerk Grade III Telegraphs, to be Clerk Grade III Accounts, as from the 1st April, 1948.

Accounts Branch, St. John's ..... Miss Helen Nicholl, Counter Clerk, St. John's G.P.O., to be Clerk Grade III Acounts, as from the 1st April, 1948.

PROMOTIONS

11419

Registry and Typing Branch (St. John's) ..... Miss Reta Morgan, Shorthand Typist, to be Clerk Shorthand Typist as from the 1st April, 1948.

OFFICE CONVERTED

Terra Nova ..... The Office at Terra Nova was converted from Telegraph to Telephone working as from the 13th April, 1948. The Telegraph connecting Office is Glovertown.

MAILS

Suspension of Postal Service to Palestine

Effective immediately all mail services by surface route to Palestine are suspended. AIR MAIL SERVICE WILL BE CONTINUED FOR THE PRESENT, BUT AIR MAIL CORRESPONDENCE MAY NOT BE REGISTERED.

It should be noted that mail including gift parcels may still be sent to members of British Armed Forces in Palestine.

6453

Postmasters must bring the above notice to the attention of the public.

Assorting Mails at Distribution Points

Postmasters at Offices which serve as distribution points should note that on the arrival of a mail which has to be re-assorted they should deal with that portion which is due for onward conveyance by waiting Couriers before they attend to the assorting and delivery of the mail of their own settlement.

It is essential that there should be the minimum of delay between the arrival of the mail and the despatch of the connecting Courier Services. An avoidable delay of only one hour in despatching a Courier may cause serious dislocation throughout the whole of that service compared with which the delay of an hour in delivering the mail to the public at the distribution point is of relatively small importance.

Return of Stores Equipment

Under date of April 5th a Circular Letter was forwarded to all Postmasters by the Controller of Stores, requesting certain information regarding Post Office boxes. These officials who have not yet done so are requested to fill in the desired particulars and return the letter promptly.

On the same date a further letter was distributed requesting Postmasters to return to the Stores, any unused Post Office Box Locks, spare Keys or other parts. The attention of officials is drawn to this instruction.

ACCOUNTING

Stolen United States Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Springfield, Sta. 3, Ohio. ..... 134997 - 135000

Recovered U.S. Postal Money Order Forms

The United States Postal Money Order Forms which were reported stolen have been recovered:—

North Madison, Ohio ..... 37507 - 39000

Telegraph Money Orders

Renewed attention is again called to the procedure of issuing and paying of Telegraph Money Orders.

ISSUING:

1. The sender must prepare a telegram of advice to the payee stating the amount and what is required and pass to the Postmaster for transmission.
2. The Postmaster will then, in addition, prepare and transmit a telegram to the Postmaster at the paying office.
3. The sender must pay the regular charge for his telegram of advice and an additional 10 cents for the message sent by the Postmaster to the paying office.

TRANSMISSION

Both the sender's telegram of advice and the message to the Postmaster at the paying office must be transmitted as soon as possible after acceptance and the Postmaster at the paying office must check to ensure that both messages are received at his office at the same time.

CHECKING:

1. The telegram of advice from the sender to the payee must be checked and charged for at the rates for ordinary telegrams.
2. The telegram from the issuing Postmaster to the paying Postmaster should be checked as an ordinary telegram with the indicator "G.R.N." immediately following the number of words.
3. Postmasters at Head and Sub-Repeating Offices should hold any telegram of advice to the payee or the Postmaster, if one or the other has not been received from the office of origin and send a service message later the same day to the remitting office drawing attention to the non-receipt of one or the other of the two telegrams.

PAYING:

1. The payee must hand over to the Postmaster the telegram of advice received from the remitter before any Telegraphed Money Order is paid.
2. The Postmaster at the paying office will compare both messages to ensure that the amount stated on the payee's message is the same as on that to the Postmaster.
3. Should the words or figures in the Postmaster's copy disagree with the amount shown on the payee's message, no payment must be made. The Payee should be informed that the amount cannot be paid until the correct amount is ascertained.
4. The Postmaster should immediately service the issuing office asking for confirmation of the correct amount of the order and notify the payee when confirmation is received.
5. The same rules as to identification, etc., apply to the payment of Telegraphed Money Orders as in case of ordinary Money Orders.
6. The Message of Advice when compared with the Postmaster's copy should not be retained by the Paying Office but should be date stamped and initialled by the paying Clerk and returned to the payee.

It has been noted that in certain cases the remitter's telegram has been signed with the christian name only. It is important that the signature to the remitter's telegram be exactly the same as the name of the remitter given in the telegram of advice.

TELEGRAPHS

Long Distance Telephone Service to Terra Nova

Long distance Telephone Service was installed at Terra Nova on 13th April, 1948.

Service Messages

Attention is again called to the necessity for replying promptly to service message enquiries respecting telegrams already transmitted.

Service messages generally result from incomplete or incorrect service and in consequence it is essential that they should be handled with the utmost promptness.

Notice of Non-delivery and Expressage of Telegrams

Attention is drawn to the procedure which appears on page 1568 of the Post Office Circular in connection with non-delivery and expressage of telegrams and which reads as follows:—

"In the absence of a notice from the office of destination to the contrary, it is taken for granted that a telegram has been correctly transmitted and duly received.

When a telegram cannot be delivered by the usual Messenger service or where it is addressed to a point without telegraph connection the terminal telegraph office should send a notice to the office of origin stating that it is undelivered and adding such information as would enable the sender to decide if he will have it delivered by special messenger, a non-delivery notice should be in the following form:

" . . . . . yours (date) John Smith, Cabot Cove, undelivered, party lives five miles from Office. Expressage one dollar, otherwise go by mail Saturday.

From ....."

(Expressage is the telegraph term used for special delivery).

If the telegram is to be sent by special delivery the originating office replies as follows:—

"Our Smith, Cabot Cove, express immediately, credit you $1.00."

On receipt of this order the delivery office will despatch it promptly by messenger, pay him from the office cash and take credit for the amount in the checks for that date. A receipt must be obtained and attached to the account for that term.

POST OFFICE CIRCULAR.

THURSDAY, 6th MAY, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Little Harbour, T.B. ..... Mrs. Thomas Vokey, to be Telephone Attendant, as from the 1st April, 1948.

Glovertown ..... Miss Lucy Tuff, to be Messenger as from the 12th April, 1948.

Frenchman's Cove, F.B. ..... Mrs. John Nolan, to be Postmistress and Telephone Attendant, as from the 16th April, 1948.

Telegraph Branch ..... Miss Winnifred Hall, to be Phono-gram Clerk, as from the 19th April, 1948.

MAILS

Small Packets

The attention of Postmasters is again directed to the Small Pocket Service Instructions given on page 1729 of the Post Office Circular.

A check of the mail has shown that many items of mail matter under 2 lbs. which could be sent to the United States as a Foreign Small Packet is being accepted as a parcel. It is important that all items of mail matter which may be sent at the small packet rate to foreign countries which admit the Small Packet Service be prepared as outlined in the last paragraph of the instructions mentioned above.

It is also important to note that small packets may not be sent to Canada. They may not be insured but they may be registered.

Interference with Postage Stamps Affixed to Mail Matter

Attention of all oficials is drawn to Section 77 of Chapter 35 of the Consolidated Statutes of Newoundland 1916, entitled, "Of the Postal and Telegraph Services which reads as follows:—

"Everyone who with fraudulent intent removes from any letter, newspaper, or other mailable matter sent by post, any postage stamp which has been affixed thereon, or wilfully, with intent aforesaid, removes from any postage stamp or post card, post band or wrapper which has been peviously used, any mark which has been made thereon at any Post Office is guilty of a misdemeanor and liable to imprisonment for a term not exceeding three years."

All officials should bear in mind that removal of postage stamps from a letter for sale or an addition to a postage stamp collection constitutes a breach of this section, and that an offical found tampering with items in this manner will be prosecuted.

Postal Services to Germany

Commercial papers, samples and small packets for the whole of Germany may now be accepted for registration.

Printed papers, including books, newspapers and periodicals, the transmission of which is still restricted to the British and American Zones of Germany and the British sector of Berlin, cannot however be registered.

Train Schedule

The following Summer Schedule will come into effect on 9th May, 1948.

EXPRESS TRAINS

Westbound

Foreign Express Trains will leave St. John's 10 a.m. Sundays (Overland Limited), and 5 p.m. Tuesdays – Thursdays.

Through Local Express for points to Port aux Basques will leave St. John's 5 p.m. Saturdays.

Local Express for points to Corner Brook will leave St. John's 5 p.m. Mondays - Wednesdays.

Eastbound

Foreign Express will leave Port aux Basques 9 a.m. Sundays – Wednesdays – Fridays. Arriving St. John's 10.45 a.m. Mondays – Thursdays – Saturdays.

Through Local Express will leave Port Aux Basques 9 a.m. Tuesdays. Arriving St. John's 12.45 p.m. Wednesdays|

Local Express will leave Corner Brook 11 am. Saturdays - Thursdays. Arriving St. John's 7 a.m. Sundays - Fridays.

NEW SCHEDULE ARGENTIA BRANCH

Leave St. John's 9 a.m. Mondays—Wednesdays—Fridays.
Leave Argentia 3 p.m. Mondays—Wednesdays—Fridays.

NEW SCHEDULE CARBONEAR BRANCH

Leave St. Johns 9 a.m. Tuesdays—Thursdays—Saturdays.
Leave Carbonear 3.05 p.m. Tuesdays—Thursdays—Saturdays.

NEW SCHEDULE BONAVISTA BRANCH

Express Trains from St. John's 5 p.m. Mondays—Wednesdays—Saturdays will connect at Clarenville for Bonavista Branch Points. Arriving Bonavista 5.10 p.m. Tuesday; 10.30 a.m .Thursday; 5.30 a.m. Sunday.

Returning leave Bonavista 2.30 p.m. Monday; 9 a.m. Wednesday; 5.30 p.m. Thursday. Arriving St. John's 3.40 a.m. Tuesday; 3.40 a.m. Thursday; 7 a.m. Friday.

Combination Car "Trinity" to be attached to Express Trains from St. John's 5 p.m. Wednesday - Saturday. Returning from Bonavista 5.30 p.m. Thursday; 2.30 p.m. Monday.

NEW TRAIN SERVICE HUMBERMOUTH-PORT AUX BASQUES

Trains to accommodate passengers will leave Humbermouth 8.15 a.m. Monday—Wednesday —Friday. Arriving Port aux Basques 5 p.m. Monday—Wednesday—Friday.

Returning will leave Port aux Basques 11 p.m. Monday; 7.40 p.m. Wednesday and Friday. Arriving Humbermouth 6.15 a.m. Tuesday; 4.50 a.m. Thursday - Saturday.

Date-Stamping of Mail Matter

Attention is drawn to the need for a good standard of date-stamping. The postmark or cancellation mark must be so impressed on the postage stamps that they cannot be used again, it is necessary not only that the impression of every official stamp should be legible but that it should be perfect in every particular.

To these ends:—

(1) Hand stamps should be manipulated with proper care and skill.

(2) Overlapping impressions should be avoided.

(3) Dies should be kept clean and inking pads properly moistened.

(4) The appropriate black stamping ink should be used.

(5) Steel rather than rubber stamps should be used whenever appropriate. All suitable long and short letters, etc., should be stamped either by stamp cancelling machine or steel hand stamp. Counter officers should use the steel date stamp for stamping all registered letters except those where there is a risk of damage to the contents.

Neglect of these instructions brings the Post Office into disrepute and may lead to serious loss of revenue.

ACCOUNTING

Radio Licences

Postmasters are reminded that Radio Licences must be countersigned by hand; in no case must a rubber stamp or typewriter be used.

To ensure a clear and readable copy it is again suggested that an indelible pencil be used instead of ink.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Dunn, Tx. ..... 40042 – 40200

Newark. Station 18, N.J. ..... 95498 – 95600

TELEGRAPHS

Service With Palestine

Acceptance of all classes of traffic, except Government, for Palestine with exception of Jerusalem, has been suspended. Traffic for Jerusalem is accepted only at senders risk, but Letter Telegram and GLT services are suspended.

Ice Intelligence Service

Daily reports from Port aux Basques, Isle aux Morte and Ramea in connection with this Service for the Department of Natural Resources which commenced on the 16th of February, were discontinued after the 29th April.

Reporting Movements of Coastal Steamers

Now that the full coastal steamer service is about to be resumed the attention of offices concerned is called to the necessity of reporting the movements of steamers promptly to St. John's, and Head Repeating Offices must circulate these reports on their respective sections to the ports of call in time to be of use.

A notice in connection with the above was telegraphed on the 5th of May.

POST OFFICE CIRCULAR.

THURSDAY, 20th MAY, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Bellevue ..... Mrs. Leo Brazil, to be Postmistress and Telephone Attendant, as from the 5th May, 1948.

Terra Nova ..... Miss Vera Scott, to be Postmistress and Telephone Attendant, as from the 13th April, 1948.

Flat Islands, B.B. ..... Mr. Dawson Hiscock, to be Postmaster and Operator, as from the 1st May, 1948.

Gander ..... Mrs. Margaret Conway, to be Telephonist as from the 1st May, 1948.

PROMOTIONS

Gander ..... Mr. Victor Williams, Skilled-Workman Class III, to be Skilled-Workman Class II, as from the 1st April, 1948.

Gander ..... Miss Ruth March, Telephonist, to be Supervisor, as from the 1st May, 1948.

TRANSFERS

Red Island, P.B. ..... Miss Margaret Ryan, Telephonist, Gander, to be Postmistress and Operator, as from the 1st May, 1948.

St. Brendan's ..... Miss Alice Bridgeman, Postmistress and Operator, Flat Islands, B.B., to be Postmistress and Operator, as from the 4th May, 1948.

MAILS

Daylight Saving Time, D.F. 3164

All clocks were put forward one hour as from 12 midnight on Sunday 9th May in accordance with the Standard Times Act of 1935. This will continue until midnight on Sunday, 3rd October, 1948.

Special Commemorative Stamp, D.F. 1200

The 5 Cent Cabot Stamp, issued on the 24th June, 1947, to commemorate the 450th Anniversary of the arrival of John Cabot off Cape Bonavista, **will be withdrawn from sale on the close of business on the 23rd June, 1948.** Stocks of these stamps on hand on the 24th June, 1948, will be returned to the Chief Accountant, St. John's and credit taken at item 30 on the General Account Form for the value of Stamps returned.

The 5 Cent Caribou Stamp will be placed on sale on the 24th June and Postmasters who have not sufficient stocks of these stamps on hand should forward a requisition immediately in order to ensure that stocks arrive at their offices before the 24th June.

Discontinuance of Mail Bag Report (Form 1332) D.F. 1219

Effective 1st May, 1948 the mail Bog Report Form No. 1332 will no longer be prepared by Postmasters for submission to the Chief Inspector. Stocks of these forms on hand should be destroyed.

It must be understood that with the abolition of this form Postmasteres are not relieved of their responsibility to return empty mail bags to St. John's, G.P.O. Postmasters must not hold empties on hand in excess of their normal requirements.

Treatment of Empty Mail Bags at Post Offices, D.F. 1219

Despite repeated instructions in this connection many compaints are received relative to the treatment of empty mail bags at a number of Post Offices throughout Newfoundland. The most frequent causes of complaint are:—

(a) Many Postmasters neglect to ensure, by turning them inside out, that mail bags are properly emptied.

(b) Bag labels are not removed.

(c) Empty bags are not despatched at proper intervals.

(d) Items of mail are enclosed in the same bag as empties.

It is essential for the efficient operation of the service that mail bags be properly emptied and that when empty they be made available for further circulation without delay and in accordance with the procedure laid down for their handling.

The following instructions must be rigidly observed:—

1. **EMPTYING MAIL BAGS:** When a bag of mail has been opened and the contents emptied on to the sorting table it must immediately be turned inside out to ensure that no items of mail remain in it.

2. **REMOVAL OF LABEL:** Before the empty bag is put away the label must be removed.

3. **FOLDING AND STORING:** When the bag has been emptied and the label removed it must be turned right side out, folded neatly in four and placed in a convenient place to await reuse or return.

4. **FREQUENCY OF RETURN:** Postmasters at Offices served by Coastal Steamers and courier routes must return, by every inward mail, all empty mail bags on hand except those needed for the despatch of mails. Postmasters at Offices served by the Railway must return empty bags at least once a week and, where there is an accumulation, more frequently. Ten empty bags is considered as an accumulation.

NOTE:—Offices along the main line of Railway must, in so far as possible, despatch empty mail bags by "LOCAL" rather than "FOREIGN" express trains.

5. **MAKE UP:** Empty mail bags should, where there are a sufficient number, be made up in units of ten, that is nine empty bags enclosed in one covering bag. Extreme care must be taken to ensure that no mail matter is included with empty bags. The covering bag must labelled **"EMPTIES"**. A despatch of empties must not be withheld because there are less than ten bags to be returned.

6. **CONVEYANCE BY COURIERS, ETC.:** The Department's contracts with the Newfoundland Railway and couriers provides for the conveyance of all mails offering. Empty mail bags being returned for reuse are included in such mails and must be carried in same manner as other mails. Should any Postmaster experience difficulty in having a courier accept empties with the other mails he should draw the attention of the party concerned to these instructions. Should any further difficulty be experienced the matter must be reported to the Secretary by mail.

PUBLIC BUILDINGS, D.F. 3131

It has come to notice that officials at Government owned buildings have, in certain cases, used storm sashes, provided for these buildings, for the purpose of covering hotbeds.

All officials concerned are instructed that this practice must discontinue and storm sashes must not be used for any purpose other than that for which they are intended.

ACCOUNTING

Money Order Offices, D.F. 4002

Attention of Postmasters is called to the Notice appearing on page 1354, Post Office Circular, dated 17th February, 1944.

It is now permissible to despatch C.O.D. parcels to Terra Nova. This office was converted to both paying and issuing Money Order Office as from the 13th April, 1948.

Stolen United States Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Ralph, Ala. ....50801—51000.

TELEGRAPHS

Extended Hours Ship-Shore Service at Ramea During Period of Seal Fishery

The extended Ship-Shore service at Ramea during the period of Seal Fishery in the Gulf was discontinued after the 4th of May, on the termination of the fishery in that area.

Telegrams for Corner Brook Insufficiently Addressed

Attention is again called to the instructions regarding the addressing of telegrams for Corner Brook, where, in order to effect delivery it is necessary that telegrams bear a full and complete street address including house number, and in the case of an addressee who is boarding, the name of the householder should be given. Telegrams addressed in care of Bowater's should show the name of the department in which the addressee is employed. Telegrams that do not contain the above address information must be accepted at senders risk, and the telegrams so endorsed.

ADMINISTRATIVE ... JUN 21 1948 P.O. ...

POST OFFICE CIRCULAR.

THURSDAY, 3rd JUNE, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Twillingate.... ....Miss Olive Young, to be Assistant, as from the 3rd May, 1948.

TRANSFERS

Bonavista ... .Mr. Ralph Mercer, Messenger-Assistant, Topsail, to be Teleprinter Operator, as from the 2nd May, 1948.

OBITUARY

The Department regrets to announce the death of Mr. John Gibbons, R.P.O. Clerk, on the 19th May, 1948.

Mr. Gibbons entered the Service as Messenger on the 24th July 1933.

PRECAUTIONARY MEASURES FOR POSTMASTERS

There is a tendency during the summer season for Postmasters to exercise less vigilance in the protection of their premises with the result that robberies and thefts are sometimes committed which might be avoided with a little extra care.

Postmasters will, therefore, please carefully observe the following instructions:—

1. Doors and windows of Post Office premises should be carefully locked and bolted at night.
2. Post Office valuables must be given maximum protection at all times, but particularly after the office is closed for the day.
3. Attention is particularly directed to the fact that if investigation following a robbery discloses that sufficient protection was not accorded Post Office values, either through carelessness or indifference, the Postmaster will be required to make good any loss involved.
4. In all cases where a robbery has been committed the Postmaster should immediately report it by wire to Head Office and notify the police.

MAILS

C.O.D. Service, D.F. 1016

Effective immediately C.O.D. articles will not be entered on bills either at the office of despatch or at any other point in its transmission.

When [illegible] has been properly prepared it must be placed in the ordinary mails and treated as ordinary mail until it reaches the office of address.

Despatch of Registered and Insured Items of Mail, D.F. 1506

It would appear that a number of Postmasters are not familiar with the proper method of despatching registered and insured items of mail. R.P.O's and distributing Post Offices report that such items are frequently received without having been listed on the letter bill and improperly prepared for despatch. For the additional fee paid by the sender in respect of a registered or insured item, the Department undertakes to accord special treatment to the item and to compensate the sender, within prescribed limits, in the event of its loss. It is essential, therefore, that such items be handled properly in every respect.

The following instructions must be strictly adhered to:—

1. **Sorting:** When a despatch of mail is due to be made registered and insured items must be collected and sorted separately from ordinary mail as follows:—

   (a) **Registers:** Registered items must first be sorted for the R.P.O.s and Post Offices to which the office concerned makes a regular direct despatch of mail. Each division must then be examined to ascertain whether or not there are five or more registered items due to be delivered from the same office (except St. John's). If so these must be put in a separate bundle.

   (b) **Insured Parcels:** Insured parcels must be sorted for the R.P.O.s and Post Offices to which the office concerned makes a regular direct despatch.

2. **Listing:** When all items have been sorted as in (1) above they must be listed as follows:—

   (a) **Five or more registers for same Post Office:** When there are five or more registers for the same Post Office, other than St. John's, these must be listed in the Manifold Register Book (Form 1259). These items together with two copies of the list must be enclosed in a large "Newfoundland P.O. Registered Package" envelope which must be addressed to the Post Office concerned and registered.

   (b) **Regular Despatch:** When bulks of registers for the same Post Office have been prepared as in (a) above other registered and Insured items for the despatch due to be made, including the registered package, must be listed on the Letter Bill (Form 1267). The Letter Bill must in all cases show the mail number, the name of the despatching Post Office, the name of the R.P.O. or other office to which the despatch is being made and the date of the despatch. The numbers of all registered and insured items listed on the Letter Bill must be written also on the acknowledgement. Letter Bills must be prepared in duplicate. All registered and insured items for St. John's must be included separately in the regular despatch.

   NOTE:—Registered Packages as in (a) above must themselves be listed on the Letter Bill but items enclosed in them, being already listed on the forms enclosed with them, must not be shown separately on the Letter Bill.

3. **Checking:** When all registered and insured items have been listed the lists must be checked against copies of receipts or the Registered Record Book, as the case may be, to ensure that all items due for despatch have been included in the despatch. The items must then be checked against the lists to ensure that none are missing.

4. **Make-Up:** The Letter Bill and all registered and insured items which are not too large must then be enclosed in a Registered Package Envelope. This package must be addressed to the R.P.O. or Post Office to which it is being despatched but must NOT be registered. This registered package must then be tied to packages prepared as in 2 (a) above and to all registered and insured items which were too large to enclose in the registered package. This may be done by running the string around the registered package through the string around the large items concerned. All items must then be placed together in the same bag.

If the size of the items is such that it is impossible to enclose them all in the same bag, a second bag may be used but all must be listed on the same Letter Bill which must be endorsed"——Insured items in second bag."

If it is not possible to list all the items on one Letter Bill a second may be used. This must be headed "Page 2" and must be attached to the first bill. It must bear the same date, number, etc., as the first. All the numbers must be listed on the Acknowledgment portion of the first Letter Bill.

5. **Nil Bills:** A numbered Letter Bill must accompany every despatch. If no registered or insured items are included in the despatch the Letter Bill must be marked "NIL."

6. **Specially Important Points:**

The following points are of special importance:—

(a) **All registers and all insured items must be listed.**

(b) **All registered and all insured items must, if possible, be tied together and enclosed in the same bag.**

(c) **If a second bag is necessary this must be shown on the Letter Bill.**

(d) **If no registered or Insured items are included a "NIL" Bill must be enclosed.**

Suspension of Postal Service to Palestine, D.F. 1310

With reference to the notice appearing on page 1789 of the Post Office Circular of the 22nd April, all mail services, including airmail, to Palestine has now been suspended.

This information was transmitted to all offices, by Telegraph, on 20th May.

SERVICES WITH GUATEMALA, D.F. 1300B

Guatemala—Mail Service

Mail received in Newfoundland from Guatemala marked as follows:—

Correspondance Officiele,
Gouvernement du Guatemala,
Pas de Port Pour Manque de
Timbres—Poste

should be delivered without charge.

MONTHLY TRAFFIC REPORT, D.F. 3034

Postmasters are reminded that the monthly traffic report, Form No. 1392, will be discontinued as from 1st June, 1948. All traffic reports for May, 1948, must be sent in to Head Office as usual.

ACCOUNTING

Canadian Postal Money Order Forms Stolen, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:—

Point Anne, Ontario ..... 4060 – 410–80377 – 410 – 80400

U.S. Stolen Money Order Forms, D.F. 4111

The following United States Money Order Forms have been reported stolen:—

Perkam, Minn.	322079 – 322099
Perkam, Minn.	322102
Perkam, Minn.	322104 – 322114
Perkam, Minn.	322149
Perkam, Minn.	322196 – 322197
Niland, Calif.	105047 – 110000

TELEGRAPHS

Ice Intelligence Service

Daily reports from the following Offices in connection with this Service for the Department of Natural Resources which commenced on the 16th February were discontinued after the 28th May: Grates Cove, Bonavista, Newtown, Fogo, Twillingate, Little Bay Islands, LaScie, Horse Island, Harbour Deep, Groais Island, Griquet, Cook's Harbour, Flower's Cove, Port Saunders, Cow Head.

Routing Indicator on Telegrams for Points Outside the Country

Serious attention is again called to the importance of transmitting the routing indicators on telegrams for points outside Newfoundland. The Department has had frequent complaints that telegrams have been incorrecly routed and investigation in most cases has shown that they have been due to the indicator having been omitted in transmission. Senders wishes must be carried out in this respect and, to prevent repetitions of this error, sending operators are directed to confirm the routing at the end of a message. Where no routing is specified, telegrams shall automatically be routed "Via Commercial," which is the normal route.

Deadhead and Service Messages

A survey discloses the fact that this system is still being excessively and unnecessarily used. Officials are again reminded that the system should only be used where the mail service cannot possibly serve the purpose, and are warned that if the unnecessary use of the system is persisted in, such messages shall be charged at the regular telegram rate against the offending office.

SUPPLEMENT

POST OFFICE CIRCULAR.

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

ADMINISTRATION BRANCH JUL 8 1948 P.O. DEPARTMENT, OTTAWA

THURSDAY, 3rd JUNE, 1948

This Supplement of the Post Office Circular brings to the notice of all officials important regulations, which should be carefully read and referred to from time to time.

INSURED PARCELS, D.F. 1015

It has been noted that many Postmasters are accepting watches and other valuable jewelry for insurance for addresses outside Newfoundland. This is contrary to regulations. Postmasters are again reminded that the undermentioned articles are not accepted for insurance and indemnity for loss and damage will not be given.

(a) Inland Post:—Money Packets, bank notes, coin, bullion, gold dust, gold scrap, jewellers filings, unmounted precious stones, bonds and coupons payable to bearer, stocks and other securities negotiable by bearer. Such packets should be prepaid at letter rate and registerd.

(b) Foreign Post:—

(i) Money Packets, bank notes, coin, bullion, gold dust, bonds and coupons payable to bearer, stocks and other securities negotiable by bearer.

(ii) All articles of gold or other precious metal for personal use, such as cigarette holders, cigarette cases and lighters, vanity cases, card cases lorgnettes mesh bags, watches, etc.

(iii) All articles commonly known as jewelry used for personal adornment, such as rings, brooches, tie-pins, chains, cuff-links, dress sets, fobs, bracelets, lockets, necklaces, etc.

(iv) Precious stones, mounted or unmounted.

(v) Fountain pens, Eversharp or similar pencils.

(vi) Gold scrap, jeweller's filings.

For their own protection senders should be advised to prepay packets containing such prohibited articles at letter rate and register them.

INSURANCE OF C.O.D. ITEMS, D.F. 1016

Postmasters are again reminded that all C.O.D. items **must be insured** and that the amount for which they are to be insured must be written on the C.O.D. tag in the appropriate places before the items are accepted for mailing.

The amount for which a C.O.D. item is insured may NOT be LESS than the amount to be collected. If the value of the contents exceeds the amount to be collected senders would be well advised to insure the item for the full value provided, of course, that this does not exceed the limit of insurance alowed ($50.00). In addition to ordinary postage both C.O.D. and Insurance fees must be prepaid by means of postage stamps affixed to the cover of a C.O.D. item. For example a jeweller returning to a Customer, C.O.D., a watch worth thirty dollars ($30.00), on which he has effected repairs to the value of five dollars ($5.00) will wish to have five dollars ($5.00) collected upon delivery. In order, however, to protect both himself and his client he may, if he desires, insure the item for thirty-five dollars ($35.00) so that in the event of loss both he and his customer would receive full value. The charges in this case would be thirty-eight cents as follows:—

Postage	.08
C.O.D. fee for $5.00	.05
Insurance for $35.00	.25
	.38c

If the sender does not wish additional insurance he MUST insure for five dollars $5.00) in which case the fee would be eighteen cents as follows:—

Postage	.08c
C.O.D. fee for $5.00	.05c
Insurance for $5.00	.05c
	.18c

See also Page 1538 of the Post Office Circular of 22nd November, 1945.

ADEQUATE SUPPLIES OF POSTAGE STAMPS, D.F. 4023

It has been brought to notice that, despite repeated instructions many Postmasters neglect to keep adequate stocks of postage stamps on hand with the result that letters and other items are frequently received by the R.P.O's and distribution Post Offices with no postage stamps affixed. In some cases such items of mail are accompanied by cash to prepay the postage and in others they are endorsed postage paid and are not accompanied by cash.

The failure of Postmasters to maintain their Postage Stamp stocks at proper levels causes inconvenience to the public and gives rise to additional and unnecessary work at the Post Office concerned, or the R.P.O. or at the distributing Post Office and at Head Office.

Postmasters must order postage stamps at proper intervals. Where mails are received and despatched once weekly or more frequently postage stamps must be ordered as soon as one half of the credit stock has been sold. Where mails are received and despatched less frequently than once weekly Postage Stamps must be ordered by every mail. The value of Postage Stamps ordered must in every case equal (to the nearest dollar) the value of postage stamps sold since the last order was placed.

Should any Postmaster feel that his postage stamp credit is too low he must bring the matter to the attention of the first Inspector or Disrict Head Postmaster to visit his office. The Inspector will look into the matter, advise the Postmaster as to the best method of keeping supplies on hand and recommend the appropriate credit for the Post Office concerned.

If, despite all precautions, a Postmaster finds that his stock of Postage Stamps has become exhausted he must collect, from posters, cash to cover the postage on all items tendered for posting. Each item must be carefully date stamped and endorsed and initialed by the Postmaster in the upper right hand corner as follows:—

"Postage Paid,
4 cents,
J.G."

Cash so collected must be taken to debit in the Postage Stamp Account Book and on the next Report to Head Office as "Postage Collected in Cash" and remitted to the Cashier at the end of the accounting term in which it was collected. Post Offices which do not account to Head Office for Postage Stamps must remit such monies to their accounting office by the same mail as the items concerned are despatched. R.P.O's and distributing Post Offices will report to the Chief Accountant the number of letters and other items received by them without Postage Stamps endorsed "Postage Paid" and the amount of postage due thereon. Letters with no Postage Stamp affixed which have not been endorsed "Postage Paid" will be presumed to have been posted without prepayment and will be taxed double the postage due to have been paid at time of posting.

3rd June, 1948

USE OF PROPER DENOMINATIONS OF POSTAGE STAMPS.

D.F. 4023

It has come to Notice that many Postmasters fail to keep in stock, or neglect to make proper use of, the higher denominations of Postage Stamps. or example a parcel was recently observed with ninety one cent stamps affixed to it.

The higher denominations of postage stamps are supplied for the express purpose of prepaying postage on parcels, air-mail items and heavy items sent by letter post. Failure to use them results in too large a portion of the face of the item concerned being covered by stamps and makes it difficult to check postage.

Postmasters must, in so far as their postage stamp credit permits, maintain adequate stocks of the higher denominations of stamps.

ENQUIRIES AND COMPLAINTS RELATIVE TO ITEMS OF MAIL.

D.F. 1600

Despite the instructions printed on the enquiry forms and those issued from time to time through the Post Office Circular many Postmasters fail to properly prepare enquiries for forwarding to the Chief Inspector.

It is essential that in all cases every question on the form concerned, which is required to be answered by the person making the enquiry, and the Postmaster through which it is made, be answered fully.

In the case of a Registered or Insured item the following points must be borne in mind;

1. **If the sender makes enquiry in respect of an item which was, when despatched, accompanied by an A.R. Card, Form 1411 must be prepared, a second A.R. Card must be prepared and both sent to the Chief Inspector. It must be shown on Form 1411 that the item concerned was accompanied by an A.R. Card. No fee need be collected.**

2. **If the sender makes enquiry in respect of an item which was NOT originally accompanied by an A.R. Card and DESIRES PROOF OF DELIVERY, Form 1411 must be prepared, an A.R. Card must be prepared, a fee of five cents must be collected from the sender and a postage stamp to that amount affixed to the Form 1411 in the space provided for that purpose. Both Form 1411 and the A.R. Card must be sent to the Chief Inspector. THIS IS THE ONLY CASE IN WHICH A FEE IS COLLECTED IN RESPECT OF AN ENQUIRY.**

3. **If the sender makes enquiry in respect of an item which was not originally accompanied by an A.R. Card and requires merely to be advised as to the disposal of the item rather than wishing proof of delivery, Form 1411 must be prepared and sent to the Chief Inspector. An A.R. Card must not be prepared. NO fee must be collected.**

4. **If the addressee makes enquiry Form 1411 must be prepared and sent to the Chief Inspector. An A.R. Card must not be prepared. NO fee must be collected.**

Postmasters should study the instructions appearing on page 1614 of the Post Office Circular of 16th August, 1946, and page 1674 of the Post Office Circular of the 13th March, 1947, as well as reminders on page 1770 of the Post Office Circular of 12th February, 1948, and page 1786 of the Post Office Circular of 8th April, 1948.

3rd June, 1948

TREATMENT OF INSUFFICIENTLY PREPAID ITEMS OF MAIL,

D.F. 1704

It would appear that some Postmasters are not familiar with the proper methods of dealing with unpaid or insufficiently prepaid letters and other items of mail. Detailed instructions in this connection are contained in the Post Office Guide, a copy of which will, shortly, be supplied to all Post Offices. In the meantime the following instructions must be adhered to:—

1. **ORDINARY LETTERS:** Ordinary letters on which no postage has been prepaid or on which only part of the appropriate postage has been prepaid must be sent forward by surface means, taxed double the amount of the deficient postage.

2. **AIRMAIL LETTERS:** Airmail letters which are insufficiently prepaid may, if the sender is known and can be conveniently contacted, be held and the sender advised as to the correct amount of postage due. If the sender pays the additional postage, stamps must be affixed and the item sent forward by airmail. If the sender is not known or cannot be contacted or if he refuses to pay the additional postage required, the letter must be endorsed "SHORTPAID—SURFACE MEANS" and then treated in every respect as if it were posted for transmission by surface means.

3. **REGISTERED ITEMS:** An unpaid or insufficiently prepaid registered item of surface mail must be sent forward by Registered post taxed the amount of the deficiency in postage and/or Registration. In this case only the amount of the deficiency is charged, not double the deficiency.

Registered airmail items are treated in the same manner as ordinary airmail items.

4. **PRINTED MATTER:** Newspapers, Periodicals, Printed Matter, Commercial Papers, Samples and Small Packets upon which no postage whatever has been prepaid must not be forwarded but must be returned to the sender, if the sender is known, endorsed **"Returned for Postage"** or sent to the Dead Letter Office, St. John's, endorsed **"No Prepayment—Sender not Known"** if the sender is not known.

Provided at least one cent has been paid these items must be sent forward taxed double the deficiency.

5. **PARCELS:** A parcel which is unpaid or insufficiently prepaid must NOT be forwarded. It must be held and the sender notified as to the additional postage due. Should the sender refuse to pay the additional postage the parcel must be returned to him endorsed **"Returned—Sender Refuses Postage."** The postage, if any paid when the parcel is posted must not be refunded and the postage stamps affixed to the parcel must be cancelled. Should the sender not be known the parcel must be sent to the Parcel Post Exchange Office at St. John's endorsed **"Short Paid—Sender Unknown"**

If a parcel is observed in transit to be short paid, the officer observing it must note the name and address of the sender, the name and address of the addressee, the office where posted, the date of posting, the postage paid, the weight of the parcel and the postage due to be paid. He must endorse the parcel **"Short Postage observed and noted"** and let it go forward. The full particulars must be reported to the Chief Accountant who will instruct the Postmaster at fault to collect the deficiency from the sender or make it good himself. Parcels must not be taxed.

TRANSFER OF MAILS, D.F. 1506

Considerable carelessness is evidenced in the transfer of mails and a number of cases have come to light in which over-carrying and misrouting of bags of mail have escaped attention for lengthy periods due to failure to use or to properly treat the "Transfer Memorandum of Mails"

(Form 1268). This form may properly be described as the most important used in connection with the despatch and receipt of mails as without it the loss or theft of a bag of mail will probably escape detection until the sender or addressee of one of the items enclosed makes an enquiry. Normally a considerable period of time will elapse before such an enquiry is made and, as a result, it is most difficult to determine where the loss occurred and to discover the party or parties directly responsible.

It is essential that a Transfer Memorandum be prepared in respect of every despatch of mail. The Transfer Memorandum must be prepared in duplicate addressed to the R.P.O. or Post Office to which the despatch of mail is being made. On it must be listed all the bags which will be taken delivery of by that office, the office of origin and ultimate destination being shown in every case (see specimen below). After completion the Transfer Memorandum must be signed and date stamped, one copy placed on file, and the other folded neatly and tied securely to one of the bags. When a number of mails are to be distributed to the different offices by one direct courier despatch, the Transfer Memorandum must be addressed to the courier as if he were the R. P. O.

SPECIMEN TRANSFER

Form 1268-50M–2–48 Dicks

Despatching Date Stamp	DEPARTMENT OF POSTS & TELEGRAPHS.	Receiving
Deer Lake June 15 1948. Nfld.	TRANSFER	Date Stamp
	MEMORANDUM OF MAILS	

Transferred at Deer Lake Date June 15 1948

From Deer Lake To No. 1 Express

NO. OF BAGS	FROM	LABELLED FOR
1	Deer Lake	Corner Brook
2	Deer Lake	No. 1 Express
2	Bonne Bay	No. 1 Express
1	Norris Point	No. 1 Express
6		

Mail clerks on receipt of mails should check bags, examine seals and report all irregularities to Postmaster, St. John's.

Despatching Clerk ..... Contractor .....

Contractor ..... Receiving Clerk .....

P.O. DEPARTMENT

POST OFFICE CIRCULAR.

THURSDAY, 17th JUNE, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Great Burin ..... Mrs. Gabriel Hollett, to be Postmistress and Telephone Attendant as from the 7th April, 1948.

Bonavista ..... Mr. Rance Pardy, to be Messenger, as from the 17th May, 1948.

Pilley's Island ..... Miss Phyllis Vincent, to be Messenger, as from the 20th May, 1948.

Bonne Bay ..... Mr. Herbert Parsons, to be Assistant, as from the 10th May, 1948

PROMOTIONS

St. John's, G.P.O. ..... Mr. Walter Kennedy, Letter Carrier, to be Assorter, as from the 24th May, 1948.

Bonavista ..... Mr. William Whiffen, Messenger, to be Assistant, as from the 17th May, 1948.

OFFICE OPENED

St. Julien's ..... The Seasonal Telegraph Office at St. Julien's was opened on the 7th June, 1948. Telegraph call letters are "JU".

MONEY ORDER FACILITIES INSTALLED

Boyd's Cove ..... Money Order facilities were installed on the 21st May, 1948.

Fishot ..... Money Order facilities were installed on the 29th May, 1948.

Postmasters should add these Offices to their list of Money Order Offices.

MAILS

Airmail Rates, D.F. 1713

Changes in the cost of conveyance of mails by air have made it possible to reduce the airmail postage to certain countries as follows:—

Barbados ..... new rate 25c. each half ounce
Bermuda ..... new rate 15c. each half ounce
Bolivia ..... new rate 30c. each half ounce
British Guiana ..... new rate 25c. each half ounce
British Honduras ..... new rate 30c. each half ounce
St. Lucia ..... new rate 25c. each half ounce

Postmasters must make the appropriate corrections in the Airmail Rates published on page 1782 of the Post Office Circular of the 25 March, 1948, and notify the public accordingly.

Resumption of Parcel Post Services, D.F. 1310

Parcel Post Service with the Dodecanese Islands and Korea has now been resumed. The Parcel Post Service to Greece has been extended to include ordinary parcels.

DODECANESE ISLANDS ..... Ordinary and gift parcels may be accepted. Insurance is **not** available. Rates—See below . Limit of weight—22 lbs.

GREECE ..... Ordinary and gift parcels may be accepted. Insurance is **not** available. Limit of weight—22 lbs.

KOREA ..... Gift parcels only may be accepted. Insurance is **not** available. Rates—See below. Limit of weight—11 lbs.

Insurance Services Re-established, D.F. 1310

The Parcel Post insurance service with Burma and Malta has been re-established. In the case of Burma insurance will extend to Rangoon only. The insurance rates are the same as those applicable to all foreign countries. The limit is one hundred dollars ($100.00).

ACCOUNTING

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:

Port Severn, Ontario ..... 4113-556-38690 to 556-39000

TELEGRAPHS

Labrador Seasonal Offices

Labrador Seasonal Ofices have opened for the season as follows:

Hawke's Harbour, June 9th.
Comfort Bight and Fishing Ships Harbour, June 10th.

Extended Hours Ship-Shore Service at Twillingate During Period of Seal Fishery

The extended Ship-shore Service at Twillingate during the period of Seal Fishery was discontinued after the 3rd June.

Special Service Arrangements for the Handling of Messages Containing Results Referendum Poll

All Telegraph and Telephone Offices were open from 9 p.m. to Midnight on Referendum Polling Day, June 3rd, for the handling of messages containing the results of Poll.

The messages handled during this period were checked and treated as Deadhead.

Examniation of Telegrams for Evidence of Transmission

Owing to failures in the transmission of teelegrams it is found necessary to repeat the regulation governing the examination of telegrams for evidence of transmission, etc., and strict attention is again called to these regulations, particularly to the following extracts:—

1. A regular intervals (hourly if possible) the "sent" files should be inspected to ascertain if all telegrams sent since last inspection bear proper evidence of transmission.
2. The numbers on telegrams sent and received are to be examined to see that none are missing and that any errors discovered are corrected.
3. Numbers are to be compared daily between offices at closing.
4. If through any unavoidable cause numbers cannot be exchanged on the date of transmission comparison must be made on the following morning.

Parcel Post Rates, D.F. 1722

The following Parcel Post rates have been introduced in respect of recently resumed services:—

Country	1 lb.	2 lb.	3 lb.	4 lb.	5 lb.	6 lb.	7 lb.	8 lb.	9 lb.	10 lb.	Over 10 lb. up to 15 lb.	Over 15 lb. up to 22 lb.	Ins.
	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	
Dodecanese Islands	.65	.75	1.65	1.75	1.85	2.00	2.10	2.70	2.80	2.90	4.25	5.00	No.
Korea	.95	1.05	1.15	2.15	2.25	2.35	2.45	3.35	3.45	3.55	3.65	Limit 11 lb.	No.

The following Parcel Post rates have been amended:—

Country	1 lb.	2 lb.	3 lb.	4 lb.	5 lb.	6 lb.	7 lb.	8 lb.	9 lb.	10 lb.	Over 10 lb. up to 15 lb.	Over 15 lb. up to 22 lb.	Ins.
	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	
Ethiopia	.85	.95	1.45	1.60	1.70	1.80	1.90	2.35	2.50	2.60	4.05	4.75	No
Greece	.65	.75	1.65	1.75	1.85	2.00	2.10	2.70	2.80	2.90	4.25	5.00	

British Empire Foreign Postage Rates, D.F. 1710, 1711, 1720, 1721

Effective the first of July 1948 the rates of Postage on letters and other articles posted in Newfoundland for delivery in British Empire and Foreign Countries shall be in accordance with the table shown hereunder. Postmasters will note that the rate on Printed Matter and Samples is now two cents for the first two ounces and one cent for each additional two ounces. The rate on Commercial Papers is five cents for the first eight ounces and one cent for each additional two ounces. Other rates are unaltered. The Printed Matter rate applies to all printed matter other than Newspapers and Periodicals printed in Newfoundland.

Foreign Postage Rates – Surface Mail

Weight not exceeding ounces	Letters to British Empire and U.S.A.	Letters to other countries	Newfoundland Newspapers and Periodical Publications	Other Printed Matter	Commercial Papers	Samples	Small packets
	¢	¢	¢	¢	¢	¢	¢
½	5	7	1	2	5	2	10
1	5	7	1	2	5	2	10
1½	8	11	1	2	5	2	10
2	8	11	1	2	5	2	10
3	11	15	1	3	5	3	10
4	14	19	[illegible]	3	5	3	10
5	17	23	2	4	5	4	10
6	20	27	2	4	5	4	10
7	23	31	2	5	5	5	10
8	26	35	2	5	5	5	10
9	29	39	3	6	6	6	10
10	32	43	3	6	6	6	10
11	35	47	3	7	7	7	12
12	38	51	3	7	7	7	12
13	41	55	4	8	8	8	14
14	44	59	4	8	8	8	14
15	47	63	4	9	9	9	16
16	50	67	4	9	9	9	16
	Then three cents each ounce after	Then four cents each ounce after	Then one cent each four ounces after	Then one cent each two ounces after	Then one cent each two ounces after	Limit of weight one lb.	Then two cents each two ounces after
	Limit of weight 4 lbs., 6 ounces	Limit of weight 4 lbs. 6 ounces	Limit of weight 4 lbs. 6 ounces	Limit of weight 6 lbs. 8 ounces (single volumes 11 lbs.)	Limit of weight 4 lbs. 6 ounces		Limit of weight two lbs.

The above must be copied and posted up for the information of the public.

POST OFFICE CIRCULAR.

THURSDAY, 1st JULY, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

George's Brook ..... Mr. Chesley Pelley, to be Telephone Attendant as from the 2nd May, 1948.

Whiteway ..... Mrs. Walter Drover, to be Postmistress and Telephone Attendant, as from the 11th June, 1948.

South Brook, G.B. ..... Mrs. Samuel Burton, to be Postmistress as from the 9th June, 1948.

Twillingate ..... Miss Ruth Elliott, to be Assistant, as from the 1st June, 1948.

Donovan's ..... Mr. James Soper, to be Postmaster, as from the 1st June, 1948.

Snook's Arm ..... Mr. Bertram Welshman, to be Postmaster, as from the 9th June, 1948.

PROMOTIONS

Telegraph Branch ..... Mr. C. D. Reid, Acting Supervisor, to be Assistant Superintendent, Telegraph Branch, as from the 1st April, 1948.

Telegraph Branch ..... Mr. S. J. Ivany, Acting Supervisor, to be Assistant Superintendent, Telegraph Branch, as from the 1st April, 1948.

CONVERSION OF OFFICES

Whiteway ..... The Telephone Office at Whiteway has been converted to Postal and Telephone as from the 11th June, 1948. The nearest Money Order Office is Green's Harbour.

OFFICE OPENED

Snook's Arm ..... A Postal (Non-Money Order) office was opened at Snook's Arm on the 9th June, 1948. The nearest Money Order Office is Round Harbour, N.D.B.

MAILS

Special Delivery or Express Service to Other Countries Not Available

It has been noticed that some offices are accepting letters marked for special delivery service to other countries. No such service exists and letters marked for either special delivery or express service to other countries cannot be accepted. If such letters are posted and the sender cannot be contacted such markings must be obliterated and the letters sent forward to destination either by surface or airmail in accordance with the postage affixed to the cover.

Fuel

Coal agreements have been forwarded to all offices entitled to the supply of same. It is most important that these agreements should be signed and returned immediately to the Controller of Stores in order that this matter may be adjusted without delay.

ACCOUNTING

Stolen Canadian Postal Money Order Forms, D.F. 4110

Toronto—Sub Office No. 173 ..... 4780-553-18543 to 553-18600

Stolen U. S. Postal Money Order Forms, D.F. 4111

Jack M.O. 4801-5200

Ridgecrest, N.C. 28135-28200

Recovered U.S. Postal Money Order Forms

Prairie Grove, Ark. 154534-160000

Information has been received that all of the Forms have been recovered with the exception of Nos. 157201-157400, and Postmasters should amend their records accordingly.

Notice of Counterfeit United States Currency

Postmasters are warned that particular care must be exercised to guard against the acceptance of the following counterfeit United States notes:

A new counterfeit $5 Federal Reserve note bearing a green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "D," faceplate No. 173, backplate No. 1731, and series 1934B. Seal and serial No. G21634815A are printed in bright green. Note bears facsimile signatures of W. A. Julian and Fred M. Vinson. The "i" in Julian is not dotted and the flourist at the bottom of the "M" in Vinson facsimile is heavily printed, giving appearance of a black smudge. Lathework on back is poor and one-eighth inch of area under pillars on Lincoln Memorial is white, without steps.

A new counterfeit $5 silver certificate bearing a blue Treasury seal. It bears check letter "I," faceplate No. 1933, backplate No. 1638, and series 1934C. A deceptive production on one piece of good bond paper. Serial No. L68245654A appears on the specimen at hand. Treasury seal, in dark blue, shows evidence of hand work and letter "u" in word "Thesaur" is noticeably distorted.

A new counterfeit $10 Federal Reserve note bearing a green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "B," faceplate No. 388, backplate No. 1157, and series 1934C. This note is printed on grayish paper with red ink lines simulating the genuine threads. Missing lines in Hamilton's hair give it an unnaturally white appearance. On the back, the lines representing steps to the Treasury Building are missing, so that the area just under the columns at the entrance is solid white.

A new counterfeit $10 Federal Reserve note bearing a Green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears the check letter "B," faceplate No. 402, a backplate number is omitted, and is series 1934C. Face of note is blurred. Cross-ruled lines in portrait background not visible, nor are engraved lines which should appear in Hamilton's face. Treasury seal, printed in black, has been hand-tinted in light green; lettering and seal design not legible. Serial numbers (badly alined and unlike genuine type-style numerals) are black and applied with rubber stamp. Serial No. P969776564E; facsimile signatures of W. A. Julian and John W. Snyder. Back of specimen note is hand-tinted in varying shades of green.

A new counterfeit $10 Federal Reserve note bearing a green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "I," faceplate No. 367, backplate No. 1104, and series 1934B. Hamilton's head just above forehead is unnaturally white. Treasury seal is printed in lighter green than serial numbers. On specimen at hand the fifth digit in Serial No. G3986C120C is wider than cipher at end of number. On back of note the flag in foreground atop Treasury Building is incomplete and shading representing sky on genuine is barely visible on counterfeit. "U.S. Treasury" is difficult to read because of breaks in lettering.

A new counterfeit $10 Federal Reserve note bearing a green Treasury seal, and the insignia of the Federal Reserve Bank of New York, N.Y. It bears check letter "H," faceplate No. 534, backplate Nos. 1140 and 1044, and series 1934C. This note is printed from photoetched plates. Bears facsimile signatures of W. A. Julian and John W. Snyder. Lines and dots in Hamilton's face are without graduation, giving dark effect, especially across forehead. Noticeable white spot close at hair line above eye at examiner's right. Treasury seal and serial No. 9641870D are poorly executed in light green. In specimen athand, letters TENT in word SEPTENT in seal are obliterated by a white streak.

A new counterfeit $10 Federal Reserve note bearing a green Treasury seal, and the insignia of the Federal Reserve Bank of New York, N.Y. It bears check letter "G," faceplate No. 470, backplate No. 1113, and series 1934A. On specimen at hand, background of Hamilton portrait reveals lack of vertical lines and some letters in Hamilton's portrait are missing. No shading in cheek at examiner's right from base of nose to base of eye. Treasury seal and serial No. B00001455E are printed in dark blue instead of green and last two digits and "E" are heavier than others and out of line. Facsimile signatures of W. A. Julian and Henry Morgenthau, Jr.

A new counterfeit $20 Federal Reserve note bearing a green Treasury seal, and the insignia of the Federal Reserve Bank of San Francisco, Calif. It bears check letter "C," faceplate No. 24, backplate No. 501, and series 1934. Jackson portrait lacks practically all detail. Background is almost black. Impossible to distinguish figure's shoulder lines. Shading in face and lines in hair are missing, making hair and face mostly plain white. Treasury seal is circle of dark green, although representation of a few letters may be seen around left border. Specimen at hand bears seal No. L17783253B. Facsimile signatures of W. A. Julian and Henry Morgenthau, Jr.

A new counterfeit $100 Federal Reserve note bearing a green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "C," faceplate No. 2, backplate No. 98, and series 1934. The Treasury seal and serial number (G08174193A) are printed in a faded green. Difficult to distinguish characteristics in seal. Note carries facsimile signatures of W. A. Julian and Henry Morgenthau, Jr. The upward curve of the bottom of check letter "C" is missing on specimen at hand. Sky effect on back of note is almost wholly lost.

TELEGRAPHS

Labrador Seasonal Offices

Labrador Season Offices have opened for the season as follows:—

Domino ..... June 16th
Smokey ..... June 19th
Grady ..... June 19th

Service With Palestine

Advice has been received from Commercial Cable Company that Palestine Department is prepared to accept telegrams to the Jewish section of Jerusalem with prompt delivery service.

Expeditionary Force Message Service Between United States and Goose Airport, Labrador

Expeditionary Force Message (EFM) service between United States and Goose Airport, Labrador, for United States Armed Forces personnel, has been inaugurated, at a flat rate of .60 cents plus .10 cent tax.

Non-Delivery Advices of Telegrams

Offices are reminded of the necessity of quoting the full address, including christian names, or initials, in non-delivery advices.

POST OFFICE CIRCULAR.

ADMINISTRATION BRANCH AUG 5 1948 DEPARTMENT, OTTAWA

THURSDAY, 15th JULY, 1948

CORRECTED COPY

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury regulations, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Monroe ..... Miss Bell Stone to be Postmistress and Telephone Attendant as from the 1st July, 1948.

Port au Port ..... Miss Alice Kenny to be Assistant as from the 13th June, 1948.

Shoe Cove ..... Mrs. Baxter Noseworthy to be Postmistress and Telephone Attendant as from the 1st July, 1948.

Birchy Bay ..... Miss Ella Canning to be Postmistress and Telephone Attendant as from the 6th July, 1948.

Upper Gullies ..... Mr. Winston Coates to be Postmaster as from the 1st July, 1948.

Point au Mall ..... Mrs. Bride Walsh to be Postmistress and Telephone Attendant as from the 3rd July, 1948.

Cormack ..... Mrs. Margaret Duffney to be Postmistress as from the 7th July, 1948.

St. John's ..... Miss Mary Molloy to be Girl Probationer as from the 2nd July, 1948.

St. John's ..... Miss Doreen Sweet to be Girl Probationer as from the 2nd July, 1948.

St. John's ..... Miss Edith Hunter to be Girl Probationer as from the 2nd July, 1948.

Little Barchoix, P.B. ..... Mrs. Thomas Foley to be Telephone Attendant as from the 17th June, 1948.

Boat Harbour, P.B. ..... Mrs. Wilson King to be Telephone Attendant as from the 21st June, 1948.

Little Harbour, T.B. ..... Mrs. Thomas Vokey to be Postmistress and Telephone Attendant as from the 16th June, 1948.

Woods Island ..... Mr. Ignatius J. Hackett to be Postmaster and Telephone Attendant as from the 19th June, 1948.

Harbour Grace ..... Mr. Reuben King to be Messenger as from the 15th June, 1948.

TRANSFER

Port au Port — Mr. Albert Hann, Postmaster and Operator, St. Kyrans, to be Postmaster at Port au Port as from the 2nd July, 1948.

RETIREMENTS

King's Cove ..... Mr. Gerald Lawton, Postmaster and Operator, retired on the 21st May, 1948, on medical grounds.

Daniel's Harbour ..... Mrs. Ada House, Postmistress and Operator, retired on the 28th January, 1948, on medical grounds.

FACILITIES INSTALLED

Port Albert ..... Money Order facilities were installed at Port Albert as from the 2nd July, 1948. Postmasters should add this office to their list of Money Order offices.

Williamsport ..... Telephone (wireless) opened the 29th June. Controlling and Accounting office Twillingate. Collect telegrams, either way, cannot be accepted.

OFFICE CONVERTED

Little Harbour, T.B. ..... The Telephone Office at Little Harbour, T.B., was converted to Postal (non-Money Order) and Telephone as from the 16th June, 1948. The nearest Money Order is British Harbour.

OFFICES OPENED

Cormack ..... A Money Order Post Office was opened at Cormack on the 7th July, 1948. Telegraph traffic will circulate through Deer Lake. This office should be added to the list of Money Order offices.

Little Barachoix, P.B. ..... A Telephone office was opened at Little Barachoix on the 17th. June, 1948. Telegraph traffic will circulate through Placentia.

Boat Harbour, South, P.B. ..... A Telephone office was opened at Boat Harbour South, P.B., on the 21st June, 1948. Telegraph traffic will circulate through Baine Harbour.

VACANCIES

King's Cove ..... Position of Postmaster and Operator. Salary $960.00 per annum with the appropriate cost of living bonus.

Bishop's Falls ..... Position of Postmaster and Operator. Salary $1440.00 per annum with the appropriate cost of living bonus.

Daniel's Harbour ..... Position of Postmaster and Operator. Salary $720.00 per annum with the appropriate cost of living bonus.

QUOTING OF REFERENCE NUMBERS ON CORRESPONDENCE

All correspondence from Head Office carries a reference number at the top of the letter. Postmasters are reminded that this reference number must be quoted when replying to correspondence. In the case of enquiries, failure to quote the reference number is causing considerable unnecessary work and delays.

ISSUE OF DOG LICENCES

The Department of Natural Resources has been granted permission to have Dog Licenses issued at certain Post Offices on the Burin and Avalon Peninsula and instructions on this work will be sent direct to the Postmasters concerned by the Department of Natural Resources.

Compensation for work performed in this connection will be made by the Department of Natural Resources and Postmasters at the offices selected are requested to carry out any instuctions which may be issued to them for the issuing of these licenses. However Postmasters will not be required to keep a list of Dog owners as in the case of Radio owners and their only duties will be to sell licences and remit cash to the Department of Natural Resources in accordance with the instructions which will be issued by that Department.

MAILS

Mail Bag Labels

It has been observed that many Postmasters fail to remove the labels from mail bags before returning them to the G.P.O. as empties.

Postmasters are requested to ensure that all labels are removed as soon as the bags are properly emptied and before return to St. John's.

C.O.D. Parcels

Many enquiries on C.O.D. Parcels are due to the fact that Postmasters are careless in the preparation of Money Orders issued to cover. Several cases have come to light where Postmasters have issued Money Orders in favour of persons other than the sender of the Parcel. For example: Recently this Department was advised by James Baird Limited that they had received a Money Order to cover a certain C.O.D. which had not been mailed by them. Enquiry revealed that this order should have been made payable to J. M. Devine. Carelessness of this nature causes considerable inconvenience to the sender of the parcels in addition to unnecessary work in the Inspection Branch and all Postmasters must exercise greater care when issuing Money Orders to cover C.O.D. parcels.

Date Stamps

Money Order offices are supplied with rubber date stamps for use on Money Orders only but it has been noted that in a number of cases Postmasters are in the habit of using these rubber stamps for the purpose of defacing Postage Stamps on mail matter. This is irregular and should be discontinued forthwith. Official steel date stamps are provided for cancelling postage stamps and should be used for this purpose at all times.

ACCOUNTING

Notice of Counterfeit Currency

The United States Secret Service, Treasury Department, has announced the discovery of the following four new counterfeit Federal Reserve notes in circulation:

A new counterfeit $5 Federal Reserve note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "C" face plate number 226 back plate number 1638, and series 1934 C. This note is deceptive. Specimen note bears serial number G78656524B in which the prefix "G" is too large and not the type of letter which appears on genuine notes. In the Treasury seal "U" in Thesaur is narrow and distorted. The note bears facsimile signatures of W. A. Julian and John W. Snyder. The paper shows no evidence of colored fibre.

A new counterfeit $10 Federal Reserve note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of San Francisco, Calif. It bears check letter "B," face plate number 281, back plate number 1163, and series 1934C. In the background in the Hamilton portrait it is impossible to distinguish the back and shoulder line in right-hand portion of the oval. Treasury seal and serial numbers are not colored. Numerals are apparently transferred to multilith plate from the pattern note and printed in black. Last digit and suffix letter in upper right number are barely visible. Back of note is printed in a very bright green which should attract immediate attention and sky above the Treasury Building is barely visible. Facsimile signatures of W. A. Julian and John W. Snyder. Serial No. L78169154B.

A new counterfeit $100 Federal Reserve note bears a green Treasury seal, and the insignia of the Federal Bank of San Francisco, Calif. It bears a check letter "A" face plate number 2, back plate number 100 and series 1834. In specimen at hand, the right eye (at examiner's left) in Franklin portrait is whiter than the left and more pronounced, almost giving appearance of a cataract. Cross-ruled background is flecked with tiny white specks. Seal and serial number L04836511A are well executed in yellowish green closely approximating that used in genuine. Facsimile signatures of W. A. Julian and Henry Morgenthau Jr. Back of note is printed in dull green so lacking in contrasts that the over-all effect is that of a monotone.

A new counterfeit $20. Federal Reserve note bearing a green Treasury seal and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "G," face plate number 90 back plate number 523, and series 1934A. It is difficult to distinguish lines of Jackson's cheek (at examiner's right) from background. Shoulder and neck lines blend into cross-ruling. Specimen carries serial number G21000855A, facsimile signatures of W. A. Julian and Henry Morgenthau, Jr. Back of note is dark green and very splotchy.

Duty Accounting, D.F. 4008

In order that work in connection with accounting for Duty parcels may be made as simple as possible, the procedure to be followed by Postmasters upon receipt of a parcel with no bill or upon non-receipt of a parcel listed on a bill has been reviewed. Previous instructions given in this connection may be disregarded. The instructions given below MUST be followed in every detail.

1. **RECEIPT OF DUTY PARCELS WITH NO BILL:**
   (a) **Addressed for delivery from the Post Office at which it is received:** If upon the receipt of a mail at a Post Office, it is found that a Duty Parcel included in the mail is not listed on the Duty Bill, the parcel concerned must be carefully examined to ensure that it is intended for the Post Office which received it. If it is found that the parcel is due to be delivered from that Post Office, debit for it must be taken on the CHARGES side of the Duty Account Book. The entry must show the date the parcel was received, the name and address of the addressee and the amount of duty charged. At the end of the accounting term these same details **MUST** be entered at Space "A" on the back of the Duty Account.
   (b) **Addressed for delivery from a Post Office other than that at which it is received:** If a Duty Parcel intended for another Post Office is received and not listed on a Duty Bill it must be sent forward by first mail to its proper destination. The parcel must be registered. A telegram must be sent to the Head Postmaster, St. John's, and to the Postmaster at the office of desination of the parcel in the following form:
   "Duty Parcel addressed .... received here to-day not billed
   (Name and address)
   on this office stop parcel going forward to destination next mai lunder register No. ....."
   Such parcels must not be entered in the Duty Account Book or on the Duty Account to Head Office.
2. **NON-RECEIPT OF PARCEL LISTED ON BILL:**
   If upon receipt of a mail it is found that one or more of the parcels listed on a Duty Bill Bill has not been received, the total amount of the Duty Bill must be debited on the CHARGES side of the Duty Account Book. If at the end of the Accounting term the parcel has still not been received credit must be taken on the CREDITS side of the Duty Account Book and at OTHER CREDITS on the Duty Account to Head Office as follows:
   "Parcel addressed ..... Bill No. ..... not received ..... $ ....."
   If, after submitting the Duty Account, the parcel is received it must be taken to debit in the Duty Account Book and on the Duty Account to Head Office as follows:
   "Parcel addressed .... Bill No. ..... reported .....
   not received .... 19 .... $ .....
   In every case where a parcel is not received a telegram must be sent to the Head Postmaster, St. John's, reporting the fact. A copy of this telegram must be attached to the Duty Account to Head Office. If the parcel subsequently turns up the Head Postmaster must be advised.

TELEGRAPHS

Ice Intelligence Service

Daily reports from Belle Isle, Point Amour, Battle Harbour, Cartwright and Hopedale in connection with this service which began on the 16th February, were discontinued after the 10th July, 1948.

Labrador Offices With Radio-Telephone Facilities

The following Labrador Offices have Radio-Telephone (R/T) facilities as well as Radio-Telegraph (W/T): Comfort Bight, Hawke's Harbour, Cartwright and Hopedale.

Service with Austria

Advice has been received that the Austrian Telegraph Administration call attention to the fact that all telegrams must bear signatures otherwise they will be held up until signatures are supplied.

ADMINISTRATIVE BRANCH
JUL 29 1948
P.O. DEPARTMENT, OTTAWA

POST OFFICE CIRCULAR.

THURSDAY, 15th JULY, 1948 See Corrected Copy

Issued by the Secretary to the Department of Posts and Telegraphs, St. ~~John's, Newfoundland~~.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury regulations made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Monroe ..... Miss Bell Stone to be Postmistress and Telephone Attendant as from the 1st. July, 1948.

Port au Port ..... Miss Alice Kenny to be Assistant as from the 13th June, 1948.

Shoe Cove ..... Mrs. Baxter Noseworthy to be Postmistress and Telephone Attendant as from the 1st. July, 1948.

Birchy Bay ..... Miss Ella Canning to be Postmistress and Telephone Attendant as from the 6th. July 1948.

Upper Gullies ..... Mr. Winston Coates to be Postmaster as from the 1st. July, 1948.

~~Port~~ au Mall Point ..... Mrs. Bride Walsh to be Postmistress and Telephone Attendant as from the 3rd. July, 1948.

Cormack ..... Mrs. Margaret Duffney to be Postmistress as from the 7th. July, 1948.

St. John's ..... Miss Mary Molloy to be Girl Probationer as from the 2nd. July, 1948.

St. John's ..... Miss Doreen Sweet to be Girl Probationer as from the 2nd. July, 1948.

St. John's ..... Miss Edith Hunter to be Girl Probationer as from the 2nd. July, 1948.

Little Barachois, P.B. ..... Mrs. Thomas Foley to be Telephone Attendant as from the 17th. June, 1948.

Boat Harbour, P.B. ..... Mrs. Wilson King to be Telephone Attendant as from the 21st. June, 1948.

Little Harbour, T.B. ..... Mrs. Thomas Vokey to be Postmistress and Telephone Attendant as from the 16th. June, 1948.

Woods Island ..... Mr. Ignatius J. Hackett to be Postmaster and Telephone Attendant as from the 19th. June, 1948.

Harbour Grace ..... Mr. Reuben King to be Messenger as from the 15th. June, 1948.

TRANSFER

Port au Port ..... Mr. Albert Hann, Postmaster and Operator, St. Kyrans, to be Postmaster at Port au Port as from the 2nd. July, 1948.

RETIREMENTS

King's Cove ..... Mr. Gerald Lawton, Postmaster and Operator, retired on the 21st. May, 1948 on medical grounds.

Daniel's Harbour ..... Mrs. Ada House, Postmaster and Operator, retired on the 28th. January, 1948 on medical grounds.

FACILITIES INSTALLED

Port Albert ..... Money Order facilities were installed at Port Albert as from the 2nd. July, 1948. Postmasters should add this office to their list of Money Order offices.

Williamsport ..... Telephone (wireless) opened the 29th. June. Controlling and Accounting office Twillingate. Collect telegrams, either way, cannot be accepted.

OFFICE CONVERTED

Little Harbour, T.B. ..... The Telephone Office at Little Harbour, T.B., was converted to Postal (non-Money Order) and Telephone as from the 16th. June, 1948. The nearest Money Order is British Harbour.

OFFICES OPENED

Cormack ..... A Money Order Post Office was opened at Cormack on the 7th. July 1948. Telegraph traffic will circulate through Deer Lake. This office should be added to the list of Money Order offices.

Little Barachoix, P.B. ..... A Telephone office was opened at Little Barachoix on the 17th. June, 1948. Telegraph traffic will circulate through Placentia.

Boat Harbour, South, P.B. ..... A Telephone office was opened at Boat Harbour South, P.B., on the 21st. June, 1948. Telegraph traffic will circulate through Baine Harbour.

VACANCIES

King's Cove ..... Position of Postmaster and Operator. Salary $960.00 per annum with the appropriate cost of living bonus.

Bishop's Falls ..... Position of Postmaster and Operator. Salary $1440.00 per annum with the appropriate cost of living bonus.

Daniel's Harbour ..... Positions of Postmaster and Operator. Salary $720.00 per annum with the appropriate cost of living bonus.

QUOTING OF REFERENCE NUMBERS ON CORRESPONDENCE

All correspondence from Head Office carries a reference number at the top of the letter. Postmasters are reminded that this reference number must be quoted when replying to correspondence. In the case of enquiries, failure to quote the reference number is causing considerable unnecessary work and delays.

ISSUE OF DOG LICENCES

The Department of Natural Resources has been granted permission to have Dog Licences issued at certain Post Offices on the Burin and Avalon Peninsula and instructions on this work will be sent direct to the Postmasters concerned by the Department of Natural Resources.

Compensation for work performed in this connection will be made by the Department of Natural Resources and Postmasters at the offices selected are requested to carry out any instructions which may be issued to them for the issuing of these licences. However Postmasters will not be required to keep a list of Dog owners as in the case of Radio owners and their only duties will be to sell licences and remit cash to the Department of Natural Resources in accordance with the instructions which will be issued by that Department.

MAILS

Mail Bag Labels

It has been observed that many Postmasters fail to remove the labels from mail bags before returning them to the G.P.O. as empties.

Postmasters are requested to ensure that all labels are removed as soon as the bags are properly emptied and before return to St. John's.

C.O.D. Parcels

Many enquiries on C.O.D. Parcels are due to the fact that Postmasters are careless in the preparation of Money Orders issued to cover. Several cases have come to light where Postmasters have issued Money Orders in favour of persons other than the sender of the Parcel. For example: Recently this Department was advised by James Baird Limited that they had received a Money Order to cover a certain C.O.D. which had not been mailed by them. Enquiry revealed that this order should have been made payable to J. M. Devine. Carelessness of this nature causes considerable inconvenience to the sender of the parcels in addition to unnecessary work in the Inspection Branch and all Postmasters must exercise greater care when issuing Money Orders to cover C.O.D. parcels.

Date Stamps

Money Order offices are supplied with rubber date stamps for use on Money Orders only but it has been noted that in a number of cases Postmasters are in the habit of using these Rubber stamps for the purpose of defacing Postage Stamps on mail matter. This is irregular and should be discontinued forthwith. Official steel date stamps are provided for cancelling postage stamps and should be used for this purpose at all times.

ACCOUNTING

Notice of Counterfeit Currency

The United States Secret Service, Treasury Department, has announced the discovery of the following three new counterfeit Federal Reserve notes in circulation:

A new counterfeit $5 Federal Reserve note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "C" face plate number 226 back plate number 1638, and series 1934 C. This note is deceptive. Specimen note bears serial number G78656524B in which the prefix "G" is too large and not the type of letter which appears on genuine notes. In the Treasury seal "U" in Thesaur is narrow and distorted. The note bears fassmile signatures of W. A. Julian and John W. Snyder. The paper shows no evidence of colored fibre.

A new counterfeit $10 Federal Reserve note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of San Francisco Calif. It bears check letter "B", face plate number 281, back plate number 1163, and series 1934C. In the background in the Hamilton portrait it is impossible to distinguish the back and shoulder line in right-hand portion of the oval. Treasury seal and serial number are not colored. Numerals are apparently transferred to multilith plte from the pattern note and printed in black. Last digit and suffix letter in upper right number are barely visible. Back of note is printed in a very bright green which should attract immediate attention and sky above the Treasury Building is barely visible. Facsmile signatures of W. A. Julian and John W. Snyder. Serious No. L78169154B.
plate from the pattern note and printed in black. note bears a green Treasury seal, and the insignia of the Federal Bank of San Francisco, Calif. It bears a check letter "A" face plate number 2, back plate number 100 and series 1834. In specimen at hand, the right eye (at examiner's left) in Franklin portrait is whiter than the left and more pronounced, almost giving appearance of a cataract. Cross-ruled background is flecked with tiny white specks. Seal and serial number L04836511A are well executed in yellowish green closely approximating that used in genuine. Facsmile signatures of W. A. Julian and Henry Morgenthau Jr. Back of note is printed in dull green so lacking in contrasts that the over-all effect is that of a monotone.

A new counterfeit $20. Federal Reserve note bearing a green Treasury seal and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "G", face plate number 90 back plate number 523. and series 1934A. It is difficult to distinguish lines of Jackson's cheek (at examiner's right) from background. Shoulder and neck lines blend into cross-ruling. Specimen carries serial number G21000855A; facsmile signatures of W. A. Julian and Henry Morgenthau, Jr. Back of note is dark green and very splotchy.

Duty Accounting, D.F. 4008

In order that work in connection with accounting for Duty parcels may be made as simple as possible the procedure to be followed by Postmasters upon receipt of a parcel with no bill or upon non-receipt of a parcel listed on a bill has been reviewe. Previous instroctions given in this connection may be disregarded, the instructions given below MUST be followed in every detail.

1. **RECEIPT OF DUTY PARCELS WITH NO BILL:**
   (a) **Addressed for delivery from the Post Office at which it is received:** If upon the receipt of a mail at a Post Office, it is found that a Duty Parcel included in the mail is not listed on the Duty Bill, the parcel concerned must be carefully examined to ensure that it is intended for the Post Office which received it. If it is found that the parcel is due to be delivered from that Post Office, debit for it must be taken on the CHARGES side of the Duty Account Book. The entry must show the date the parcel was received, the name and address of the addresee and the amount of duty charged. At the end of the accounting term these same details **MUST** be entered at Space "A" on the back of the Duty Account.
   (b) **Addressed for delivery from a Post Ofice other than that at which it is received:** If a Duty Parcel intended for another Post Office is received and not listed on a Duty Bill it must be sent forward by first mail to its proper destination. The parcel must be registered. A telegram must be sent to the Head Postmaster, St. John's and to the Postmaster at the office of destination of the parcel in the following form:
   "Duty Parcel addressed ..... received here to-day not billed
   (Name and address)
   on this office stop parcel going forward to destination next mail under register No "
   Such parcels must not be entered in the Duty Account Book or on the Duty Account to Head Office.
2. **NON-RECEIPT OF PARCEL LISTED ON BILL:**
   If upon receipt of a mail it is found that one or more of the parcels listed on a Duty Bill has not been received, the total amount of the Duty Bill must be debited on the CHARGES side of the Duty Account Book. If at the end of the Accounting term the parcel has still not been received credit must be taken on the CREDITS side of the Duty Account Book and at OTHER CREDITS on the Duty Account to Head Office as follows:
   "Parcel address .....Bill No ..... not received .....
   $ .....
   If, after submitting the Duty Account, the parcel is received it must be taken to debit in the Duty Account Book and on the Duty Account to Head Office as follows:
   "Parcel addressed ..... Bill No ..... reported not received 19 , $ ..... .
   In every case where a parcel is not received a telegram must be sent to the Head Postmaster, St. John's, reporting the fact. A copy of this telegram must be attached to the Duty Account to Head Office. If the parcel subsequently turns up the Head Postmaster must be advised.

TELEGRAPHS

Ice Intelligence Service

Daily reports from Belle Isle, Point Amour, Battle Harbour, Cartwright and Hopedale in connection with this service which began on the 16th. February, were discontinued after the 10th July, 1948.

Labrador Offices with Radio-Telephone Facilities

The following Labrador Offices have Radio-Telephone (R/T) facilities as well as Radio-Telegraph (W/T):

Comfort Bight, Hawke's Harbour, Cartwright and Hopedale.

Service with Austria

Advice has been received that the Austrian Telegraph Administration call attention to the fact that all telegrams must bear signatures otherwise they will be held up until signatures are supplied.

Pages 1817-1820

ADMINISTRATION BRANCH
AUG 12 1948
P.O. DEPARTMENT

POST OFFICE CIRCULAR.

THURSDAY, 29th JULY, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury regulations, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Goulds, Brigus ..... Mrs. Patrick Byrne to be Postmistress as from the 5th July, 1948.

Port au Port ..... Miss Alice Kenny to be Assistant as from the 13th June, 1948.

Bishop's Falls ..... Mr. Alphonso Toms, to be Mesenger-Assistant, as from the 22nd May, 1948.

Hr. Mille ..... Miss Leah Barnes to be Postmistress and Telephone Attendant, as from the 8th July, 1948.

TRANSFERS

Gander ..... Mr. Newman Williams, Assistant, Topsail, to be Assistant at Gander, as from the 8th July, 1948.

St. John's Telegraph Branch ..... Mr. Ernest Chislett, Postmaster, Topsail, to be Clerk at Telegraph Branch, St. John's, as from the 28th June, 1948.

Pilley's Island ..... Mr. George Bishop, Postmaster and Operator, Seal Cove, to be Postmaster and Operator at Pilley's Island, as from the 14th July 1948.

50787

POST OFFICE CIRCULAR OF 15th JULY, D.F. 3032

Because of a number of errors made in the printing of the Post Office Circular, pages 1813-1816, of the 15th July, it was found necessary to cancel and reprint that issue. The reprinted Circular is endorsed "CORRECTED COPY." A limited number of copies of the original were circulated before the errors were discovered. These should be destroyed.

POST OFFICE GUIDE, D.F. 3033

The first Newfoundland official Post Office Guide has been published and was released on the 1st July, 1948. A copy for office use has been supplied to every Post Office in Newfoundland and to Travelling Post Offices. Any Postmaster who has not received his copy should advise the Controller of Stores immediately.

It is the duty of Postmasters to study the Post Office Guide and to see to it that other Officials in their Offices make themselves familiar with it. Special attention must be paid to:—

INLAND POSTAGE RATES	Page 6
FOREIGN POSTAGE RATES	" 7
INSURANCE AND C.O.D. FEES	" 9
NEWFOUNDLAND AIR LETTERS	" 12
FOREIGN SMALL PACKETS	" 13
RATE CLASSIFICATIONS	" 14-18

Chapters I and II of Part I; Chapters I to VIII of Part II; all of Part III; Chapter I, Sections 1, 2, 4 and 6 of Chapter II and Chapter III of Part V must be carefully studied. Chapter IX of Part II must be referred to whenever a parcel is tendered for mailing to a Foreign Country in order to determine the correct rate of postage and whenever a question arises as to services and conditions applicable to foreign Postal Services. Sections 3 and 5 of Chapter II, Part V must be referred to, to determine the rate to be charged on telegrams addressed to foreign countries and the classes of telegrams which may be accepted for transmission to any country.

Part IV of the Guide deals with Savings Bank business. Chapters I and II of this part must be studied at all Savings Bank Post Offices;Section I of Chapter III must be studied at all Money Order Post Offices and Section 2 of Chapter III must be studied at all Non-Money Order Post Offices.

Part VI of the Guide consists of a list of places in Newfoundland and Newfoundland-Labrador showing the facilities, if any, provided by the Department at each and the nearest Post Office, the nearest Money Order Office and the nearest or connecting Telegraph Office to each. Postmasters should examine this list and report any errors or omissions.

SUPPLEMENTS TO POST OFFICE GUIDE—D.F. 3033

Supplements to the Post Office Guide will be issued from time to time notifying all holders of any additions or amendments. Every supplement must be carefully studied upon its receipt and the necessary additions or amendments made to all Office copies of the Guide without delay. This is most important and a serious view will be taken of the failure of any Postmaster to keep his Post Office Guide fully up to date.

The first supplement has already been issued and one copy was enclosed with each copy of the Post Office Guide sent forward. Notification of the issue of future supplements will be given in the Post Office Circular.

ACCOUNTING

Canadian Money Order—D.F. 4140

The Canadian Post Office has adopted a new card form of Money Order. While issued for domestic purposes only it is possible that in isolated cases some Postmasters may use this form for remittance to this counry.

Should this form of order be presented, payment should be effected and credit claimed in the usual manner.

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported as stolen:—

Thuro, P.Q. .....1874-563-93441 to 563-94200

Stolen United States Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Orick, Calif.	46482 - 47000
Olio, Ark.	11976 - 12000
Avon, Mont.	57101 - 58000
Bartlett, Iowa	40111 - 41000

TELEGRAPHS

Service Messages Relating To Telegrams, D.F. 2414

Attention is again called to the necessity for replying promptly to service message enquiries respecting telegrams already transmitted.

Service messages generally result from incomplete or incorrect service and in consequence it is essential that they should be handled with the utmost promptness.

Special Service Arrangements for the Handling of Messages Containing Results Referendum Poll, July 22nd

All Telegraph and Telephone Offices were open from 9 p.m. to Midnight on Referendum Polling Day, July 22nd, for the handling of Messages containing results of Poll.

The messages handled during this period were checked and treated as Deadhead.

Service with Palestine, D.F. 1310

Advice has been received in connection with service with Palestine to the following effect:

The present position regarding telegrams to Palestine is that service is available at the moment only to Haifa, Tel Aviv and Jewish quarter of Jerusalem. All such telegrams are subject to Censorship and sender's risk. Letter telegrams are not admitted. There are no restrictions at present as to Code telegrams or signatures.

Circuit Number Sheets

Recent investigations respecting lost telegrams have disclosed that certain offices had not been keeping proper Number Sheet records and as a consequence telegrams have been lost. Offices, both Telegraph and Telephone must keep these very essential records, and a serious view shall be taken of negligence in this connection.

Monthly Telegraph Traffic January to June 1948, with Comparative Figures 1947

	1947	1948		
JANUARY:				
Paid Telegrams including Phono-telegrams	62,893	66,600	Inc.	3,707
Deadhead and Service Messages	8,204	6,234	Dec.	1,970
Message Equivalent Public Weather and Coastal Steamer Movement Information, etc.	3,900	8,489	Inc.	4,589
Total Traffic	74,997	81,323	Inc.	6,326
FEBRUARY:				
Paid Telegrams including Phono-telegrams	57,259	60,861	Inc.	3,602
Deadhead and Service Messages	5,798	7,558	Dec.	1,760
Message Equivalent Public Weather and Coastal Steamer Movement Information, etc.	3,060	7,995	Inc.	4,935
Total Traffic	66,117	76,414	Inc.	10,297
MARCH:				
Paid Telegrams including Phono-telegrams	68,335	78,077	Inc.	9,742
Deadhead and Service Messages	6,704	6,605	Dec.	99
Message Equivalent Public Weather and Coastal Steamer Movement Information, etc.	3,480	8,338	Inc.	4,858
Total Traffic	78,519	93,020	Inc.	13,501
APRIL:				
Paid telegrams including Phono-telegrams	83,514	75,554	Dec.	7,960
Deadhead and Service messages	7,029	6,927	Dec.	102
Message Equivalent Public Public Weather and Coastal Steamer Movement Information, etc.	4,060	8,295	Inc.	4,235
Total Traffic	94,603	90,776	Dec.	3,827
MAY:				
Paid Telegrams including Phono-telegrams	93,670	100,673	Inc.	7,003
Deadhead and Service Messages	9,977	8,315	Dec.	1,662
Message Equivalent Public Weather and Coastal Steamer Movement Information, etc.	3,980	9,692	Inc.	5,712
Total Traffic	107,627	118,680	Inc.	11,053
JUNE:				
Paid Telegrams including Phono-telegrams	92,812	97,117	Inc.	4,305
Deadhead and Service Messages	9,672	8,456	Dec.	1,216
Message Equivalent Public Weather and Coastal Steamer Movement Information,, etc.	6,544	9,845	Inc.	3,301
Total Traffic	109,028	115,418	Inc.	6,390

In connection with decrease in "Paid" Telegrams April, it should be noted that Easter Greeting traffic occurred in March this year and April last year.

POST OFFICE CIRCULAR.

AUG 23 1948

THURSDAY, 12th AUGUST, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Hr. Mille ..... Miss Leah Barnes, to be Postmistress and Telephone Attendant, as from the 8th July, 1948.

Clarenville ..... Mr. Albert Noseworthy to be Messenger-Assistant as from the 19th July, 1948.

Long Beach, T.B. ..... Mrs. Julia Vey, to be Postmistress and Telephone Attendant, as from the 26th July, 1948.

SICK LEAVE WITH PAY, D.F. 3004

In accordance with Treasury regulations sick leave with pay may only be awarded to temporary officials (that is, officials who have been appointed since September, 1939) on the following scale:—

Length of Service	Sick Leave With Pay
Less than two months	Nil.
Two to six months, inclusive	Three weeks on full pay.
More than six but not more than twelve months	Four weeks on full pay.
Over twelve months	Six weeks on full pay and six weeks on half pay in any period of twelve months.

It should be noted that in calculating sick leave Sundays are included. For example: If an official reports ill on Saturday and does not report for duty until Tuesday, sick leave for three days is charged against that official. If however, that official had reported for duty on Monday morning, only one day sick leave would be charged, that is, for Saturday.

Officials should study these regulations carefully for their future guidance.

BIRTH AND MEDICAL CERTIFICATES, D.F. 3001

All appointees to the Civil Service are required to furnish a birth certificate and a certificate of medical fitness on appointment. Officials, who have not already furnished these certificates, should attend to this matter immediately.

Birth certificates will be returned under registered cover as soon as they have been entered in the records and checked by the Auditor.

If it is impossible to obtain a birth certificate, every effort should be made to produce a baptismal certificate which should show the date of birth, and if that too, for any reason is impossible a sworn declaration should be completed before a Justice of the Peace, Magistrate or Clergyman. It must be understood that the sworn form will only be accepted where it is impossible to obtain a birth certificate.

ACCEPTANCE OF INTERNATIONAL REPLY COUPONS, D.F. 1210

Postmasters in Newfoundland are authorized to exchange International Reply Coupons issued in other countries from which the date stamp of the office of issue has been omitted. This procedure is being adopted to avoid inconvenience to the public through errors in the Internatioan Postal Service.

BILLS ON ACCOUNT STORES TO BE SUBMITTED IN DUPLICATE

Postmasters are asked to please submit all bills for expenditures made on the authority of the Controller of Stores in duplicate. Such bills to be certified by the official receiving the expenditure order and the order No. quoted. This covers such items as fuel, labour, storage, repairs and all purchases made by Postmasters for bills to be submitted to the Controller of Stores only.

SUPPLEMENT NO. 2 TO POST OFFICE GUIDE, D.F. 3033

A new Supplement to the **Post Office Guide** has been issued, numbered "2" and dated August 1948. This Supplement should have reached all Post Offices before receipt of this issue of the Post Office Circular. Any Postmaster who has not received his copy of **Supplement No. 2 to the Post Office Guide** must so inform the Controller of Stores immediately.

CORRECTIONS TO POST OFFICE GUIDE, D.F. 3033

The following corrections are due to be made to the Post Office Guide and will appear in Supplement No. 3 which will be issued in the near future. In the meantime Postmasters should note these corrections and bring them to the attention of their staffs.

1—BELGIAN CONGO

The following may not be sent to the Belgian Congo by Parcel Post:—

Coin, platinum, gold, silver, precious stones, jewelery, etc. All such items must, if sent by mail, be sent by registered letter post.

Postmasters should make the appropriate notation on page 76 of the Post Office Guide pending receipt of Supplement No. 3.

✓ **2—CHARLES BROOK, GREEN BAY**

The nearest Post Office to Charles Brook is Point of Bay not Botwood as shown on page 238 of the Post Office Guide. The nearest Money Order and C.O.D. Office is Botwood.

✓ **3—LANCASTER**

On page 254 of the Post Office Guide Lancaster is shown as being in Bonavista Bay. The correct address is Lancaster, Trinity Bay. Bonavista is the nearest Post Office.

✓ **4—SOMERSET, TRINITY BAY**

The nearest Post Office and the nearest Money Order and C.O.D. Office to Somerset is Harcourt and not Milton as shown on page 275 of the Post Office Guide.

✓ **5—SPILLAR'S COVE**

On page 276 of the Post Office Guide Spillar's Cove is shown as being in Bonavista Bay. The correct address is Spillar's Cove, Trinity Bay. The nearest Post Office is Bonavista.

✓ **6—VOY'S BEACH, HUMBER DISTRICT**

The nearest Post Office to Voy's Beach is Frenchman's Cove and not Curling as shown on page 279 of the Post Office Guide. The nearest Money Order and C.O.D. Office is Wood's Island, not Curling.

C.O.D. PARCELS

The following points should be borne in mind in respect of C.O.D. parcels:—

(1) On acceptance all four parts of the tag should be carefully examined to ensure that all particulars have been filled in on each part and that each part agrees in every detail.

(2) Parcels may only be transacted between Money Order Offices only and C.O.D. parcels tendered for mailing and directed to a non Money Order Office must be refused and the sender advised of the nearest Money Order Office. It is the duty of accepting Clerks to observe this regulation carefully.

(3) C.O.D. parcels must not be held on hand in excess of ten days after due notification has been given to the addressee. If delivery is not affected within this period the parcel must be returned to the sender. If however the addressee requires an extension of the time limit the Postmaster should notify the C.O.D. Clerk, G.P.O. St. John's, of the circumstances and request advice.

(4) Under no circumstances should a C.O.D. be delivered to the addressee without first collecting the charges. Immediately the charges are collected a Money Order should be issued in favour of the sender.

(5) Care must be exercised to ensure that the Money Order is made payable to the proper person. Considerable inconvenience has been caused by some Postmasters issuing Orders in respect of C.O.D. parcels to others than the sender: For example: Recently a Money Order was issued in favour of James Paird, Ltd., on a C.O.D. parcel mailed by J. M. Devine. Carelessness of this nature causes considerable correspondence and investigation by Head Office to adjust the error.

ENQUIRIES ON INSURED ITEMS OF MAIL

It is requested that when an enquiry is made in regard to an insured parcel the nature of the contents should be supplied in order to facilitate investigation. There is no space for this information on Form 1411—"Enquiry respecting a registered or Insured item of Mail" but the information should be supplied at the foot of the enquiry form.

Postmasters will please supply this information in future.

NEW COURIER BILLS

The Courier Bill Form has been revised and now provides space for Head Office notations. This space must not be used by Postmasters or Couriers.

Postmasters who have supplies of the old form on hand must use these forms before requisitioning for the new form.

MONTHLY TRAFFIC REPORTS

Postmasters are reminded that the Monthly Traffic Report was discontinued as from the 31st May. The form should be completed for the month of May only and not for any month thereafter until further notice.

STOLEN CANADIAN POSTAL MONEY ORDER FORMS, D.F. 4119

The following Canadian Postal Money Order Forms have been reported stolen:—

Winnipeg, Sub Office No. 54, Manitoba ..... 479 - 29318 - 29400

TELEGRAPHS

Service with Spain

Advice has been received that the Spanish Administration and Transradio Esponola now accept telegrams of the following classes: CDE, LC, DLT, NLT and ELT.

Direction Finding Facilities St. John's Wireless Station

Operation of Direction Finding facilities at St. John's Wireless Station (Signal Hill) was resumed on the 3rd of August.

Errors in Figures and Figure Words in Telegrams, D.F. 2414

Attention is drawn to the regulation governing the transmsision of figures and figure words in telegrams which have appeared in several issues of the Post Office Circular. The regulations read, in part, as follows:—

"Figures appearing in telegrams must be repeated in words at the end of a message by the sending operator and figure words repeated in figures. No excuse will be accepted for errors after this date."

As errors are still occurring it is obvious that the regulation which should be a sufficient safeguard against their recurrences is not being strictly followed and more drastic disciplinary action than heretofore taken against operators responsible, will have to be considered. Extreme care must be exercised in the case of telephone transmissions.

Telegraph Traffic Month July

	1947	1948		
Paid Telegrams including Phono-telegrams	97,492	100,259	Inc.	2,767
Deadhead and Service Messages	9,623	9,128	Dec.	495
Message Equivalent Public Weather and Coastal Steamer Movement, Information, etc.	7,328	8,299	Inc.	971
Total Traffic	114,443	117,686	Inc. ~~Dec.~~	3,243

POST OFFICE CIRCULAR.

ADMINISTRATION BRANCH SEP 11 1948 P.O. DEPARTMENT, OTTAWA

THURSDAY, 26th AUGUST, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Stephenville ..... Miss Mary Cormier, to be Postmistress and Telephone Attendants, as from the 9th July, 1948.

Stephenville ..... Miss May White, to be Assistant, as from the 14th July, 1948.

St. Kyran's ..... Miss Theresa Collins, to be Postmistress and Operator, as from the 25th July, 1948.

Corner Brook ..... Mr. Joseph Budgell, to be Assistant, as from the 1st August, 1948.

St. Lunaire ..... Mrs. Pearl Bursey, to be Telephone Attendant, as from the 25th July, 1948.

PROMOTIONS

Grand Falls ..... Mr. Edward Healey, Carrier-Assistant, to be Assistant, as from the 6th August, 1948.

Gambo ..... Miss Rita Best. Messenger, to be Assistant, as from the 1st August, 1948.

TRANSFERS

Topsail ..... Mr. Elvert Snow, Messenger-Assistant, Clarke's Beach, to be Postmaster and Operator, at Topsail, as from the 15th August, 1948.

561188

OFFICE CLOSED

Indian Bay ..... The Postal (Money Order) Office was closed at Indian Bay, B.B., on the 12th August, 1948.

SORTING OF LETTERS FOR DESPATCH, D.F. 1506

A great deal of unnecessary work on the R.P.O.'s and of unnecessary double handling of letters, circulars and similar items is caused by the failure of Postmasters to properly assort their mail. The general rule in this connection is that, if there are for any one despatch more than five local letters and similar items for delivery from any one Post Office a separate bundle must be made and double faced, that is, so tied that the addresses of both the top and bottom letters face outward. This rule is not observed. At far too many Post Offices no attempt whatsoever is made to sort letters, they are merely bundled and passed on to the R.P.O. for sorting.

Every Postmaster knows or can easily learn the places for which letters are posted regularly at his office. Pigeon holes must be set aside for these places in the letter sorting cases and proper bundles prepared.

Special attention must be given this matter by Postmasters at Post Offices despaching mail direct to trains. R.P.O. Clerks will report the failure of Postmasters to comply.

AMENDMENTS TO POST OFFICE GUIDE, D.F. 3033

The following amendments to the Post Office Guide will appear in Supplement No. 3. In the meantime Postmasters should note them.

ABRAHAM'S COVE, PORT AU PORT DISTRICT—PAGE 228 OF THE GUIDE

The nearest Post Office to Abraham's Cove is **Campbell's Creek** not Ship Cove as shown.

INDIAN BAY, BONAVISTA BAY—PAGE 251 OF THE GUIDE

The Post Office at Indian Bay has beeen closed. The nearest Post Office to Indian Bay is now **Wareham** and the nearest Money Order and C.O.D. Office **Trinity, Bonavista Bay.** Indian Bay will continue, for the time being, to be a telephone office connected to Gambo.

WAREHAM, BONAVISTA—PAGE 279 OF THE GUIDE

The nearest Money Order and C.O.D. Office to Wareham is now **Trinity, Bonavista Bay,** not Indian Bay as shown.

TRANSFER OF MAILS, D.F. 1506

Considerable carelessness is evidenced in the transfer of mails and a number of cases have come to light in which over-carrying and misrouting of bags of mail have escaped attention for lengthy periods due to failure to use or to properly treat the "Transfer Memorandum of Mails" (Form 1268). This form may properly be described as the most important used in connection with the despatch and receipt of mails as without it the loss or theft of a bag of mail will probably escape detention until the sender or addressee of one of the items enclosed makes an enquiry. Normally a considerable period of time will elapse before such an enquiry is made and, as a result, it is most difficult to determine where the loss occurred and to discover the party or parties directly responsible.

It is essential that a Transfer Memorandum be prepared in respect of every despatch of mail. The Transfer Memorandum must be prepared in duplicate addressed to the R.P.O. or Post Office to which the despatch of mail is being made. On it must be listed all the bags which will be taken delivery of by that office, the office of origin and ultimate destination being shown in every case. After completion the Transfer Memorandum must be signed and date stamped, one copy placed on file, and the other folded neatly and tied securely to one of the bags. When a number of mails are to be distributed to the different offices by one direct courier despatch, the Transfer Memorandum must be addressed to the courier as if he were the R.P.O.

ACCOUNTING

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

North Hollywood, Station 1, Calif. ..... 3175 to 3400
Robbins, Ill. ..... 62636 to 64000
San Francisco, A.P.O. 25, Unit 4, Calif. ..... 44988 to 45000

Recovered U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms which were reported stolen have now been recovered:—

Jack, Mo. ..... 4801 - 5200

The above Money Orders, if presented at a Newfoundland Post Office must not be accepted for payment.

TELEGRAPHS

Code Telegrams to Colombia

Advice has been received from the Commercial Cable Company that in cases where previous permission by addressees has been received from Colombian Government code may be used to such addressees. Name of code used should appear in preamble of such messages. Code already permissible in messages to Banks.

Telegrams to Palestine

Advice has been received from the Commercial Cable Company, Palestine, advising that effective from August fifteenth NLT message will be permissible to Haifa Telaviv and the Jewish quarter of Jerusalem. Messages are subject to senders risk.

POST OFFICE CIRCULAR.

ADMINISTRATION BRANCH P.O. DEPARTMENT, OTTAWA

THURSDAY, 9th SEPTEMBER, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. Joseph's, Salmonier ..... Mr. John McCormack, to be Postmaster and Operator, as from the 1st. July, 1948.

Carbonear ..... Mr. Thomas Quinn, to be Messenger, as from the 13th. August 1948.

Topsail ..... Mr. James Candow, to be Messenger, as from the 23rd. August 1948.

Bonavista ..... Mr. John Jones, to be Messenger-Assistant, as from the 2nd. August 1948.

Portland Creek ..... Miss Annie Wentzell, to be Telephone-Attendant as from the 1st. September 1948.

PROMOTIONS

Grand Falls ..... Miss Margaret Walsh, Messenger, to be Assistant, as from the 1st. September 1948.

FACILITIES INSTALLED

Come By Chance ..... A long distance telephone was installed at Come by Chance on the 1st. September 1948.

REDEMPTION OF WAR SAVINGS CERTIFICATES

War Savings Certificates must be sent direct to the Newfoundland Savings Bank for redemption.

Any Certificates received by the Cashier with remittances will in future be returned to the Postmasters from whom they are received.

The Post Office has no authority to redeem these Certificates notwithstanding any previous instructions to this effect.

AMENDMENTS TO POST OFFICE GUIDE, D.F. 3033

The following further amendments to the Post Office Guide will appear in Supplement No. 3. In the meantime Postmasters should note them.

PART II, CHAPTER II, SECTION 8 (D)—PAGE 42 OF THE GUIDE

The fee for Advice of Reception is five cents in addition to normal postage and registration fee, not ten cents as shown.

PART VI A, PAGE 235

The settlement of Butlerville, Conception Bay, which is served by Bay Roberts for all classes of business has been omitted from the Guide. It will be inserted immediately after Burnt Point, Bay De Verde District.

The settlement of Burnt Woods, Bay D'Espoir, which is served by St. Alban's for all classes of business, has been omitted from the Guide. It will be inserte dimmediately after Burnt Island Tickle.

ELLISTON—PAGE 242

The correct postal address is Elliston, Trinity Bay, not Elliston, Bonavista Bay as shown in the Guide.

MOSQUITO, ST. MARY'S BAY,—PAGE 261

The place name is spelled Mosquito not Mosquiito as shown.

PLACENTIA SOUTH WEST—PAGE 266

The place name is Placentia South East not Placentia South West as shown.

PORT REXTON—PAGE 267

The correct postal address is Port Rexton, Trinity Bay not Port Rexton, Bonavista Bay as shown.

ST. BRIDE'S—PAGE 270

The correct Postal address is St. Bride's Placentia Bay not St. Bride's, Placentia District as shown.

PART V, CHAPTER II, SECTION 4 (A)—PAGE 201

A sub-section (iv) is to be inserted as follows

(iv) Punctuation: Each sign of punctuation in its customary application if required by the sender to be transmitted is counted as one word. When signs of punctuation, instead being used separately, are repeated one after another they are counted and charged for at the rate of five characters to the word. A punctuation mark forming part of figures or letters other than a group forming a house number, is counted as one character in the group.

ACCOUNTING

Recovered U.S. Money Order Forms, D.F. 1411

The following United Money Order Forms which were reported stolen have now been recovered:

Robbins, Ill. 62636-64000
North Hollywood, Station 1, Calif. 3175-3400

Stolen U.S. Postal Money Order Forms, D.F. 1411

The following United States Postal Money Order Forms have been reported stolen:

Philadelphia, Sta. E., P.A. 24961-25000

TELEGRAPHS

Mackay Radio (Commercial) Establishes Direct Radio Telegraph Circuit Between United States and Telaviv

Advice has been received that MacKay Radio (Commercial) have established a direct Radio Telegraph Circuit between the United States and Telaviv.

Service with Netherlands East Indies

Dayletter and Nightletter telegrams are not permitted to the Netherland East Indies. Telegrams in the following categories are permitted: Government, Press, Ordinary, CDE and LC.

Ship-shore R/T Facilities Established at Hopedale, Labrador

Ship-Shore R/T facilities were established at Hopedale, Labrador on the 1st. September. Following are frequencies: Transmitting 2538 Kcs.; Receiving 2182 Kcs.

ERRATA

The telegraph traffic report for July month indicates **a decrease** in the total traffic. This should read an increase of 3,243 above the corresponding month for last year.

Telegraph Traffic for the Month of August

Class	1947	1948		
Paid telegrams including Priority	97,075	103,569	Increase	6,494
Deadhead and Service Messages	9,241	9,087	Decrease	154
Message Equivalent Public Weather and Coastal Steamer Movement Information etc.	7,696	5,853	Decrease	1,843
Total Traffic	114,012	118,509	Increase	4,497

ADMINISTRATION BRANCH P.O. DEPARTMENT, OTTAWA

POST OFFICE CIRCULAR.

THURSDAY, 23rd SEPTEMBER, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Seal Cove, W.B. ..... Mr. Samuel Bungay, to be Postmaster and Operator, as from the 12th July, 1948.

Conche ..... Miss Ellen McGrath, to be Postmistress and Operator, as from the 1st September, 1948.

Harbour Grace ..... Mr. William Holloway, to be Messenger, as from the 1st September, 1948.

Clarke's Beach ..... Mr. Harris Butler to be Messenger-Assistant as from the 1st September 1948.

Grand Falls ..... Mr. Vernon Lane to be Carrier-Assistant as from the 1st September 1948.

Ramea ..... Miss Lucy Marsden to be Messenger as from the 7th September 1948.

Hr. Breton ..... Mr. Elias Sibley to be Messenger-Assistant as from the 24th August 1948.

TRANSFERS

Herring Neck ..... Mr. Lloyd Jennings, Messenger, Moreton's Hr., to be Postmaster and Operator, as from the 5th September, 1948.

FACILITIES INSTALLED

Cape Ray ..... A public telephone was installed at Cape Ray, on the 8th September, 1948. The connecting office is Port aux Basques.

LINE DATERS SUPPLIED BY DEPARTMENT

Postmasters at Offices to which "Line Dater." have been supplied should examine them and ascertain whether or not their dater has a 1949 year date. If the latest year date is 1948, the Postmaster at the office concerned must report the fact to the Controller of Stores and requisition a new "Line Dater."

AMENDMENTS TO POST OFFICE GUIDE, D.F. 3033

The following amendments will appear in Supplement No. 3 of the Post Office Guide. In the meantime they should be noted by Postmasters.

Part VI A.

Duffs, Hr. Main Dist., Page 242.

The nearest Money Order and C.O.D. Office to Duffs is **Kelligrews** not Holyrood as shown. The nearest connecting telegraph office is **Topsail.**

Indian Pond, Conception Bay, Page 251.

The nearest Post Office to Indian Pond is **Seal Cove**, the nearest Money Order and C.O.D. office **Kelligrews**, the connecting telegraph office is **Topsail**, not Holyrood, and Hr. Main as shown.

Seal Cove, Conception Bay, Page 273.

The nearest Money Order and C.O.D. Office to Seal Cove is **Kelligrews**, not Holyrood as shown. The connecting telegraph office is **Topsail**, not Hr. Main as shown.

Part VI A.

Broad Cove, Bonavista Bay, Page 234.

The nearest Post Office anl Money Order Office should read King's Cove, not Keels as shown.

Corbin, Burin Dist., Page 239

The nearest Money Order and C.O.D. Office is Epworth, not Burin as shown.

Freshwater, Bell Island, Page 245.

The nearest Post Office and Money Order Office is Lance Cove, Bell Island, not Bell Island (Front) and Bell Island Mines as shown.

Mann Point, Fogo Dist., Page 259.

The nearest Money Order Office is Gander Bay, not Main Point as shown.

Mortier, Placentia Bay, Page 261.

The nearest Money Order Office is Fox Cove, not Port au Bras as shown.

Part II, Chapter IX.

Tonga, Page 150.

The letter rate of postage to Tonga is five cents for the first ounce and three cents for each additional ounce, not seven cents and four cents as shown.

MAILS

Sorting and Preparation of Mails for Despatch, D.F. 1506

On page 1826 of the Post Office Circular of the 26th August, 1948 instructions were issued relative to the sorting of letters for despatch and on page 1802 of the Post Office Circular, of the 3rd June, 1948, the procedure to be followed in connection with the despatch of registered and insured items of mail. These instructions should be studied in conjunction with the following.

Reports from different R.P.O.s and T.P.O.s indicate that at Post Offices from which despatches are made to more than one R.P.O. or other Post Office mails are not properly sorted into the different bags. For example certain Post Offices on the main line of Railway which despatch mails to both eastbound and westbound express trains frequently enclose in the bag

labelled for one mails which should have been despatched to the other. Postmasters must see to it that mails are so sorted for despatch as to ensure that they reach their destination at the earliest possible date by the quickest route. For example should the S.S. Baccalieu be at Cook's Hr. inward to St. John's and the S.S Northern Ranger at Englee outward from St. John's mail at Conche for points north of there and for St. Barbe District must be made up for despatch by S.S. Northern Ranger and mails at Conche for points south of there should be made up for despatch by S.S. Baccalieu.

Parcels addressed to foreign countries must always be sent to St. John's. Other items of mail for foreign countries must be despatched so as to make the quickest connection with No. 2 Express.

ACCOUNTING

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Edgerton, Ind.	22342 - 23000
New York, U.S.S. "Navasata," N.Y. (Office No. X4481)	1063 - 1064 1071 - 1073
Dickerson, M.D.	85188 - 85800 86001 - 87000
Nokesville, Va.	142833 - 143000.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

Port Perry, Ont.	562-47529—562-47800.
M.O. Cards	4,106,001 to 4,107,000. (office number stamp 4105).

TELEGRAPHS

Telephone Service with Cape Ray

Telephone facilities were installed in the Post Office at Cape Ray on the 6th September.

Telegraph connection with the Lighthouse at Cape Ray was converted to Telephone working on the 6th. September.

Port aux Basques is the connecting and controlling office for both.

Telegrams to and from Israel Subject to Censorship

Advice has been received that all telegrams to and from Israel are subject to censorship.

Telegrams for St. John's Insufficiently Addressed

Renewed attention is called to the following instruction regarding addresses on telegrams for St. John's:—

It is necessary that telegrams for other than well known business firms and/or persons connected with such firms addressed in care of the firm, should have a ful land complete street address, that is, house number, name of street, and, in the case of telegrams for other than householders, the name of the householder, thus:—

John Smith,
C/o White,
102 Young Street,
St. John's.

If it is not possible to obtain a complete address as outlined above, the telegram must be accepted at the sender's risk and the sender so informed at the time of filing.

In the case of telegrams which are replies and addresses are unknown the reference to the telegram to which it is a reply must be given in the preamble, thus:—"Ans. Yr. 36/14."

Service Messages Respecting Telegrams

Attention is again called to the necessity for replying promptly to service message enquiries respecting telegrams transmitted.

Service messages generally result from incomplete or incorrect service and in consequence it is essential that they should be handled with the utmost promptness.

Acceptance of Telegrams for Government Departments

Attention is again called to the instructions regarding the acceptance of "COLLECT" telegrams for Government Departments, which state that such telegrams must not be accepted except from authorized officials of the Department concerned. These instructions also apply to the Department of Civil Re-establishment.

Pages 1837 - 1840

ADMINISTRATION BRANCH
OCT 19 1948
P.O. DEPARTMENT

POST OFFICE CIRCULAR.

THURSDAY, 7th OCTOBER, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Bunyan's Cove ..... Mrs. Adam Coles, to be Postmistress and Telephone Attendant, as from the 1st October, 1948.

Change Islands ..... Mr. Alfred Watton, to be Messenger-Assistant, as from the 14th September, 1948.

Engineers Branch ..... Mr. Edgar Renouf, to be Line Patrolman, as from the 1st October, 1948.

North Harbour, P.B. ..... Miss Inez B. Eddy, to be Postmistress and Telephone Attendant as from the 1st October, 1948.

Fair Islands, B.B. ..... Miss Rhyne Keeping, to be Postmistress and Operator, as from the 22nd September, 1948.

Lomond ..... Miss Dorothy Hare, to be Postmistress and Operator as from the 13th September, 1948.

Grand Bank ..... Mr. Kenneth Stoodley, to be Messenger-Assistant as from the 7th September, 1948.

Engineers Branch ..... Mr. Norman Snow, Youth-in-Training to be Skilled Workman, Class III, as from the 1st October, 1948.

TRANSFERS

Bishop's Falls ..... Mr. M. C. L. Pickett, Postmaster and Operator, Port Union, to be Postmaster and Operator, as from the 18th September, 1948.

STANDARD TIME

Notice was given that, under the provisions of the Standard Time (Newfoundland) Act, 1935, the hour of midnight on the evening of Sunday 3rd became eleven o'clock and the normal or standard time shall hereafter continue, in accordance with the provisions of the said Act.

MAILS

Foreign Mails

Mails for Great Britain and Trans-Atlantic Countries will be despatched by Steamers scheduled to leave St. John's as follows:—

S.S. Newfoundland	18th October and 18th November
S.S. Nova Scotia	1st November

Postmasters should copy this Notice and post it in a conspicuous place for the benefit of the public.

Treatment of Empty Mail Bags at Post Offices, D.F. 1219

The attention of Postmasters is directed to page 1798 of Post Office Circular dated May 20th, 1948, which points to the neglect of many Postmasters in failing to remove the bag of its entire contents.

Complaints of this nature are persistently received despite repeated instructions.

Postmasters are now remined that serious notice will be taken of continued evidence of neglect in this respect.

AMENDMENTS TO POST OFFICE GUIDE OF 3033

The following amendments to the Post Office Guide will appear in Supplement No. 3. In the meantime they should be noted by Postmasters.

BELGIAN CONGO——Page 76.

Parcel Post rates to the Belgian Congo have been amended as follows:—

1 lb.	2 lb.	3 lb.	4 lb.	5 lb.	6 lb.	7 lb.	8 lb.	9 lb	10 lb.	Over 10 lb. up to 15 lb.	Over 15 lb. up to 22 lb.
$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
.85	.95	1.05	1.80	1.95	2.05	2.15	2.85	3.00	3.10	5.00	5.75

BRAZIL—Page 78.

Under LETTER POST delete the present entry relative to PROHIBITIONS and substitute the following therefor:—

Prohibitions: Primary educational books not written in Portuguese; coins, jewellery, gold, silver, platinum, precious stones, etc.; bank notes and currency notes; postage stamps except in registered letters.

PART II. CHAPTER IX.

CHAGOS ISLANDS—Page 83.

Immediately following the entry relative to "CEYLON" insert:—

CHAGOS ISLANDS
(Seve Mauritius)

GERMANY—Page 101

Parcel Post Regulations have been changed to admit ordinary parcels to the British and United States Zones of occupation in Germany exclusive of the British and United States Sectors of Berlin. Parcel Post Service to Berlin and to the French and Russian Zones of occupation in Germany is still restricted to Gift Parcels.

The rate for ordinary parcels is the same as that shown for gift parcels on Page 101 of the Guide.

PART V. CHAPTER II.

Section 2—Page 167.

The first paragraph of Section 2 "**To Telergaph Money to United States, Canada and St.**

Pierre" should read:—"The system of Postal Telegraphed Money Orders does not apply outside of Newfoundland but money may be telegraphed to the United States, Canada and St. Pierre through Anglo (Western Union) at St. John's.

PART VI A
Hampden—Page 248

✓Hampden is shown as a Telegraph Office. This is incorrect as it is served by telephone via Corner Brook. The word "Yes" should be deleted from the column headed "Tg" and inserted in the column headed "Tp."

LEBANON—Pages 118

Parcel Post rates to Lebanon have been amended as follows:—

1 lb.	2 lb.	3 lb.	4 lb.	5 lb.	6 lb.	7 lb.	8 lb.	9 lb	10 lb.	Over 10 lb. up to 15 lb.	Over 15 lb. up to 22 lb.
$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
.80	.90	1.50	1.60	1.75	1.85	2.00	2.50	2.65	2 75	4.25	5.00

MOROCCO—Page 125.

Parcel Post items sent to the British Post Office Tangier may now be insured. Under PARCEL POST in the last column headed "Ins" substitute "Yes" for "No" on line (a) only. Insurance is not available to the remainder of Morocco.

PALESTINE—Page 130.

Palestine mail services with Palestine have been resumed. The rate of Letter Post is 7c. for th first ounce and 4c. for each ounce after.

Small packet and Parcel Post Services are not yet available. Correspondence may **not** be registered.

SYRIA—Page 148.

Parcel Post Rates to Syria have been amended as follows:—

1 lb.	2 lb.	3 lb.	4 lb.	5 lb.	6 lb.	7 lb.	8 lb.	9 lb	10 lb.	Over 10 lb. up to 15 lb.	Over 15 lb. up to 22 lb.
$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
.90	1.00	1.65	1 80	1.90	2.00	2.10	2.70	2.80	2.90	4.55	5.20

TRANS-JORDAN—Page 151.

Parcel Post rates to Trans-Jordan have been amended as follows:—

1 lb.	2 lb.	3 lb.	4 lb.	5 lb.	6 lb.	7 lb.	8 lb.	9 lb	10 lb.	Over 10 lb. up to 15 lb.	Over 15 lb. up to 22 lb.
$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
1.00	1.15	1.85	1.95	2.05	2.20	2.30	3.00	3 10	3.20	5.00	5.65

TRIPOLITANIA—Page 152

Parcel Post Service with Tripolitania has been resumed. Insurance is not available. Parcels are despatched via England and the rates are as follows:—

1 lb.	2 lb.	3 lb.	4 lb.	5 lb.	6 lb.	7 lb.	8 lb.	9 lb	10 lb.	Over 10 lb. up to 15 lb.	Over 15 lb. up to 22 lb.
$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
.90	1.00	1 10	1.90	2.00	2.10	2.20	2.90	3.00	3.10	4.75	5.40

ACCOUNTING

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:

Kennywood, Pa. ..... 25430 - 27000
Sandhill, Miss. ..... 30933 - 31000

Recovered U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms which were reported stolen have now been recovered:

Nokesville, Va. ..... 142883 - 143000

TELEGRAPHS

Method of Counting Certain Irregular Expressions and Combinations in Telegrams for Points Outside Newfoundland

It has been agreed between the Telegraph Administrations and Companies concerned that the following list of irregular expressions and combinations, and similar expressions and combinations, in plain language telegrams for points outside Newfoundland shall be counted and charged for as shown hereunder:

AS WRITTEN	MEANING	No of words in text of plain Language Telegrams
Recab	(Re Cable)	2
Relet	(Re Letter)	2
Retel	(Re Telegram)	2
Reurtel	(Re Your Telegram)	3
Rycab	(Re Your Cable)	3
Ryt	(Re Your Telegram)	3
Ryl	(Re Your Letter)	3
Rot	(Re Our Telegram)	3
Roc	(Re Our Cable)	3
Rol	(Re Our Letter)	3
Rmc17	(Re My Cable 17th.)	4
Ryc14	(Re Your Cable 14th.)	4
Ryl16	(Re Your Letter 16th.)	4
Yltwo	(Your Letter Two)	3
Ysix	(Your Six)	2

Effective at once such expressions and combinations shall be counted and charged for in accordance with above.

Telegrams Subject to Delay Owing to Interruption

It is noted that the regulation which stipulates that in the event of telegrams being subject to delay owing to interruption at any stage in their transmission, the remarks "delay line trouble" shall be transmitted after the check, is not being strictly adhered to. In future receiving operators will be held equally responsible for failures in respect of this essential regulation.

The remarks must be transmitted in full; not merely the abbreviation D.L.T.

Free Delivery of Telegrams

The limit of free delivery of telegrams is as follows, where there is no Messenger telegrams shall be delivered by the Postmaster within a radius of one mile from the office. Where there is a messenger the free delivery shall be within a radius of one and a half miles with the extension of this distance left to the discretion of the Postmaster.

Beyond these limits a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered to a trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

When a telegram is received for an addressee living outside the free delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery promptly and of the cost of delivering by Special Messenger.

In every case confirmation of delivery must be obtained.

ADMINISTRATION BRANCH P.O. DEPARTMENT

POST OFFICE CIRCULAR.

THURSDAY, 21st OCTOBER, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Garnish ..... Miss Annie Walters, to be Messenger Assistant as from the 21st September, 1948.

Moreton's Harbour ..... Miss Helen Jennings, to be Messenger Assistant as from the 5th September, 1948.

St. Mary's ..... Miss Marie Cheeseman, to be Postmistress and Operator, as from 1st September, 1948.

Port Saunders ..... Miss May Ayre, to be Messenger Assistant as from the 1st October, 1948.

Grand Falls ..... Mr. Cyril Healey, to be Mesenger as from the 1st October 1948.

Musgravetown ..... Mr. Alfred Blundon, to be Postmaster and Telephone Attendant as from the 1st October, 1948.

Harricott ..... Miss Annie Byrne, to be Postmistress and Telephone Attendant as from the 1st October, 1948.

Botwood ..... Miss Elizabeth Perry, to be Assistant as from the 8th October, 1948.

TRANSFERS

Port Union ..... Mr. Kenneth Hounsell, Postmaster and Operator Fair Islands, to be Postmaster and Operator as from the 1st October, 1948.

RADIO LICENCE CONVICTIONS

A number of convictions have been secured recently in the Magistrate's Court, St. John's, against members of the public for non-payment of radio licences.

SEMI-ANNUAL STATISTICS

Postmasters are reminded that beginning November 1st the semi-annual statistics will be taken. The revised form No. 1392 with instructions should be received at all offices.

Postmasters who have not received a stock of these forms should requisition to the Controller of Stores for same immediately.

MAILS

Foreign Mails

Mails for Great Britain and Trans-Atlantic countries will be despatched by steamer to leave St. John's as follows:

S.S. Nova Scotia ..... 25th November
S.S. Newfoundland ..... 6th December

Postmasters should copy the notice and post it in a conspicuous place for the benefit of the Public. Schedule shown on page 1838 Post Office Circular is cancelled.

ACCOUNTING

Notice of Counterfeit Currency

The United States Secret Service, Treasury Department, has announced the discovery of the following two new counterfeit Federal Reserve notes in circulation.

A new counterfeit $20 Federal Reserve note bears a green Treasury Seal, and the insignia of the Federal Reserve Bank of Richmond, Va. It bears check letter "K", face plate No. 26, back plate No. 474, and series 1934 B. This note is printed on two sheets of fairly heavy paper, noticeably thick to the touch. In the light green Treasury seal the "L" in "SIGIL" is upside down and backwards. Light shading in the Jackson portrait and lack of strong contrasts gives the face a pale appearance, and although the cross-ruled back-ground is well executed it tends to blend with the collar of the cloak at the shoulders. Serial No. E10723823A. Facsimile signatures of W. A. Julian and Fred M. Vinson.

A new counterfeit $10 Federal Reserve note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of San Francisco, Calif. It bears check letter "A", face plate No. 102, back plate No. 699, and series 1934 A. Specimen is a crude production printed on cheap, soft paper which has absorbed the ink, giving solid black tones to most of the border of the note face. Portrait background is solid black and the outline of Hamilton's shoulders cannot be distinguished. Position of coat lapel is marked by a large white smear. Face is flecked with black ink specks. In serial No. L73127026B the first "7" in lower left corner is shorter than the other "7" in same group. Facsimile signatures of W. A. Julian and Henry Morgenthau, jr.

Telephone Rentals

It is noted that certain Post Offices are listing rentals on seperate sheets of paper when submitting their returns to Head Office. Postmasters are reminded that this practice must cease and rentals should be listed on the back of the remittance forms.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Sacramento, Ky. 82465-82600

TELEGRAPHS

Telegraph Traffic Month September

Class	1947	1948	
Paid Telegrams including Phono-telegrams	94,283	96,846	Increase 2,583
Deadhead and Service Messages	8,505	8,137	Decrease 368
Message Equivalent Public Weather and Coastal Steamer Movement Information	8,336	7,199	Decrease 1,137
Total Traffic	111,104	112,182	Increase 1,078

MacKay Radio (Commercial) Establishes Direct Radio Telegraph Circuit Between United States and Djaddah, Saudi Arabia

Advice has been received that MacKay Radio (Commercial) has established a direct Radio Telegraph Circuit between United States and Djaddah, Saudi Arabia.

Direct Communication Established between St. John's and Little Bay Islands

Direct Telegraph communication was established between St. John's and Little Bay Islands on the 14th October.

Reply Paid Telegrams

Owing to frequent irregularities in connection with the handling of Reply Paid Telegrams (cables), attention is called to the instructions on pages 201-202 (section VIII) of the Post Office Guide.

POST OFFICE CIRCULAR.

THURSDAY, 4th NOVEMBER, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Deer Lake ..... Miss Eleanor Wareham to be Assistant as from the 21st. October, 1948.

Harbour Grace ..... Miss Annie Butler to be Messenger as from the 1st. October, 1948.

Gambo ..... Mr. Ross Saunders to be Assistant as from the 7th. October, 1948.

Gander ..... Miss Shirley Kennedy to be Telephone Exchange Operator as from the 9th. October, 1948.

Wesleyville ..... Mr. Maxwell Winters to be Messenger-Assistant as from the 4th. October, 1948.

Millertown ..... Mr. Edgar Elliott to be Messenger as from the 8th. October, 1948.

Hampden ..... Miss Adelaide Parsons to be Postmistress and Telephone Attendant as from the 4th. October, 1948.

Rocky Harbour ..... Miss Esther Pittman to be Postmistress and Telephone Attendant as from the 24th. September, 1948.

St. John's, G.P.O. ..... Miss Goldie Mugford to be Counter Clerk as from the 1st. October, 1948.

St. John's, G.P.O. ..... Miss Marion Vallis to be Counter Clerk as from the 1st. October, 1948.

Princeton ..... Mrs. John Prince to be Postmistress and Telephone Attendant as from the 16th. October, 1948.

RETIREMENT

St. John's, G.P.O. ..... Mrs. Emma Penney, Cleaner, retired on the 31st. August, 1948 on age limit.

OFFICE CLOSED

Otter's Point ..... The Post Office at Otter's Point was closed on the 15th. October 1948. Mails for Otter's Point will be handled at Grand Bruit.

ACCUMULATION OF ANNUAL LEAVE

Members of the Post Office Staff, residing in the Outports, who wish to have their annual leave deferred from one year to the following year so that they may accumulate leave of four weeks to visit relatives or friends in distant settlements, should make application to the Secretary before the 31st. December in any year and give the reason for the request.

REFERENCE NUMBERS ON CORRESPONDENCE

Postmasters are reminded that when replying to correspondence from Head Office the D.F. reference number must be quoted in order to facilitate the securing of previous correspondence in the Registrary Branch of the Department. When replying to correspondence the D.F. number should be stated thus: "In reply to your letter of the ..... (Date), reference D.F. 3009 (as the case may be). The D.F. reference number will be found at the top left hand corner of the letter.

SEMI-ANNUAL STATISTICS

The semi-Annual Statistics will be taken during the month of November commencing on the 1st. and ending on the 30th. Postmasters will note that the form for reporting statistics have been changed and the new form No. 1392 must be used. This form must be completed on both sides. It will be noted that the Report is divided into three sections, i.e. Section A deals with ordinary items of mail handled during the statistical period, Section B deals with Stamps, Miscellaneous, Money Order and Saving Bank transactions completed during the six months period. For this section Postmasters must report all items handled during the period 1st. June, 1948 to the 30th. November, 1948. Section C deals with recorded items of mail and Telegrams handled during the statistical period that is from the 1st. November to the 30th. November.

All offices have been supplied with these forms, together with instructions and all Postmasters are requested to study carefully the form and the instructions before making any entries.

The information required on these forms is essential and all officials are requested to attend to the taking of statistics.

DOG LICENCES

By agreement between the Department of Posts and Telegraphs and the Department of Natural Resources it has been arranged to have the licensing of dogs on the Avalon and Burin Peninsulas carried out by the Post Office Officials on a commission basis.

Between November 1st. and 8th. a supply of dog tags and licences will be forwarded to all Post Offices within the defined areas.

When the dogs are being licensed all information which is printed on licence forms must be filled in. It is most important to have the correct tag number of the licence. Licence numbers and tags should be issued in the order in which they are received beginning at the lowest number.

The information to be listed on licences will be as follows:

(1) Owner's name and address.
(2) The sex of each dog to be licenced.
(3) Correct number of tag being issued whether male or female.
(4) The cost of licence.
(5) The breed, colour, age, approximate weight and distinguishing marks of the dog.

Fees to be charged in different areas will be advised when tags and licences are forwarded from the Department of Natural Resources.

Commissions which are to be paid to officials of the Post Office will be as follows:

on a 55c licence ..... 5 cents
on a $1.05 licence ..... 5 cents
on a $2.05 licence ..... 10 cents
on a $3.05 licence ..... 10 cents

As each book of licences is completed it should be forwarded to the Department of Natural Resources together with all monies collected. More licences or tags will be supplied if requested. When all dogs are licensed in your area all unused dog tags and licences, as well as all money collected from the sale of tags and licences, must be forwarded to the Department of Natural Resources. A cheque for the commission will be issued to each licencing officer.

These instructions must be retained by Postmasters on the Avalon and Burin Peninsulas for future guidance.

ACCOUNTING

Endorsement of Cheques

Cheques are being returned by the Bank of Montreal to the Cashier Head Office which were received by the Bank from outport offices improperly endorsed and in some cases with no endorsement. The Cashier also advises that cheques are received at his office without proper endorsement.

This causes considerable inconvenience and necessitates the return of the cheques to the office of origin.

All cheques must be endorsed by the payee but if it happens that the payee cannot write the endorsement must be made by a mark and the mark witnessed by two persons giving their full address in the following manner:

his
John X Smith
mark

Witness: JAMES BROWN,
Epworth
SAMUEL JONES,
Epworth

In all cases the endorsement must be identical to name of the payee on the face of the cheque.

Canadian Postal Notes

A new card type of Postal Note will be sold at Canadian Post Offices on the 1st. November, 1948 in replacement of the present paper notes which will be rendered obsolete.

These notes are in 14 denominations from 25 cents to $15.00.

The reverse side of the notes is left blank for payee's signature and endorsement including paying office date stamp.

A cents space is provided on the coupon to enter the value of scrip affixed to the note when payment is made.

All possible care should be taken to avoid mutilation in any way as the notes are mechanically sorted when they are returned to Canada.

The "paper" notes issued prior to 1st. November, 1948 and the new card notes may be paid and forwarded to the Accounts Branches at present.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order forms have been reported missing:

Olio, Ark.	11,976	to	12,000
East St. Louis, Fireworks Br. Ill	72,830	to	73,000
Pawtuckett, Sta. 7, R.I.	254,401	to	254,600
Cedon, Va.	9,571	to	10,000

TELEGRAPHS

Labrador Seasonal Offices

Labrador Seasonal offices have closed for the season as follows:

Grade	3rd. October
Smokey	24th. October
Comfort Bight	26th. October

Acceptance of Collect Telegrams for Government Departments

It is again necessary to call attention to the instructions regarding the acceptance of "Collect" telegrams for Government Departments, which state that such telegrams must not be accepted except from authorized officials of the Department concerned.

Non-Delivery Advices of Telegrams

Attention is again drawn to the necessity for quoting the full address, including christian name or initials, in non-delivery advices.

Operators—Need for Care and Concentration

The undivided attention of Operators must be concentrated on their work to avoid errors the frequency of which indicates that this is not always given. An analysis of errors shows that a large percentage is caused through carelessness or inattention. Operators are reminded that talking while sending or receiving is strictly prohibited.

Pages 1849 - 1852

POST OFFICE CIRCULAR.

ADMINISTRATION BRANCH DEC P.O. DEPARTMENT, OTTAWA

THURSDAY, 18th NOVEMBER, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Centre Cove ..... Mr. Arthur Rockwood, to be Telephone Attendant as from the 11th November, 1948.

Springdale ..... Mrs. Muriel Pike, to be Assistant, as from the 23rd October, 1948.

Catalina ..... Miss Rachael Blundon, to be Messenger, as from the 25th October, 1948.

Indian Islands ..... Mr. Oswald Pennell, to be Postmaster and Operator, as from the 3rd November, 1948.

LaManche ..... Mr. Ronald Flynn, to be Telephone Attendant as from the 10th November, 1948.

Wings Point ..... Mrs. James Snow, to be Telephone Attendant, as from the 11th November, 1948.

Black Duck ..... Mrs. Thomas Gorman, to be Postmistress, as from the 1st April, 1948.

PROMOTIONS

St. Anthony ..... Mr. Raymond Simms, Assistant, to be Meteorological Operator, as from the 9th November, 1948.

Catalina ..... Miss Annie Sweetland, Messenger, to be Telephone Exchange Operator, as from 25th October, 1948.

OFFICE CLOSED

St. Julien's ..... The Seasonal Telegraph Office was closed on the 31st October, 1948.

mcR.

OFFICE OPENED

LaManche ..... A Telephone Office was opened at LaManche on the 10th November, 1948. Telegraph traffic will circulate through Come-by-Chance.

Wing's Point ..... A Telephone Office was opened at Wing's Point on the 11th November, 1948. Telegraph traffic will circulate through Gander Bay.

Black Duck ..... A Postal Non-Money Order office was opened at Black Duck on the 1st April, 1948. The nearest Money Order Office is Stephenville Crossing.

MONEY ORDER FACILITIES INSTALLED

Cormack ..... Money Order facilities were installed at Cormack on the 1st November, 1948.

AIR MAIL FORMS

Stocks of air letter forms have now been received at the Stores. Supplies have gone forward to the most important offices.

Those offices which have not received stocks of this form, and are in need of same, should requisition on the stores in the usual manner.

AMENDMENTS TO POST OFFICE GUIDE, D.F. 1219

Part II, Chapter IX.

UNITED STATES OF AMERICA ..... Page 155.

Parcels to the United States of America may be insured. Under "Parcel Post" in the column headed "INS." delete the word "No" and substitute "Yes."

Part VI A.

Black Duck, Port au Port District ..... Page 232.

A Post Office has been opened at Black Duck. In the column headed "P.O." insert the word "Yes." In the column headed "Nearest Post Office" delete "Stephenville Crossing."

Green's Island, Bonavista Bay ..... Page 248.

The nearest Post Office to Green's Island is Deer Island. In the column headed "Nearest Post Office" delete "Bragg's Island" and substitute "Deer Island" therefor.

Otter's Point, Burgeo District ..... Page 264.

The Post Office at Otter's Point has been closed. In the column headed "P.O." delete the word "Yes." In the column headed "Nearest Post Office" insert "Grand Bruit."

ACCOUNTING

United States Stolen Money Order Forms, D.F. 4111

The following United States Money Order Forms have been reported stolen:—

Buffalo, Sta. 50, N.Y. ..... 153196-156200.
Cedar Rapids, Sta. 9, Iowa ..... 54371-54400.

TELEGRAPHS

Labrador Seasonal Offices

Labrador Seasonal Offices have closed for the Season as follows:—

Domino ..... 26th October
Fishing Ships Harbour ..... 4th. November

Method of Counting Certain Irregular Expressions and Combinations in Telegrams for Points Outside Newfoundland

The Notice which appears on page 1840 of the Post Office Circular under the above heading shall, until further notice, be disregarded.

Telegraph Traffic Month October

Class	1947	1948		
Paid Telegrams including Phono-telegrams	92,603	101,550	Increase	8,947
Deadhead and Service Messages	8,526	10,019	Increase	1,493
Message Equivalent Public Weather and Coastal Steamer Movement Information	8,648	6,972	Decrease	1,676
Total Traffic	109,777	118,541	Increase	8,764

Pages 1853 - 1856

POST OFFICE CIRCULAR.

ADMINISTRATION BUILDING DEC 10 1948

THURSDAY, 2nd DECEMBER, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's, G.P.O. ..... Mr. Chesley Stevenson, to be Porter, as from the 1st December, 1948.

St. John's, G.P.O. ..... Mr. Gerald McGrath, to be Porter, as from the 1st December, 1948.

St. John's, G.P.O. ..... Mrs. Maud Brewer, to be Cleaner, as from the 1st December, 1948.

Glenwood ..... Miss Geraldine Sherring, to be Messenger-Assistant, as from the 22nd November, 1948.

Curling ..... Mr. George Joyce, to be Messenger, as from the 3rd November, 1948.

Corner Brook ..... Miss Lillian Unan, to be Assistant, as from the 1st December, 1948.

St. Anthony ..... Miss Shirley Paley, to be Messenger-Assistant, as from the 15th November, 1948.

Daniel's Hr. ..... Miss Olive House, to be Postmistress and Operator, as from the 1st December, 1948.

Wellington, B.B. ..... Mrs. William Mercer, to be Telephone Attendant, as from the 12th November, 1948.

Daniel's Cove ..... Miss Francis Kelley, to be Postmistress and Telephone Attendant, as from the 18th November, 1948.

Grand Falls ..... Mr. Woodrow Bargery, to be Assistant, as from the 29th November, 1948.

EXPORT RESTRICTIONS, D.F. 3150

The Defence (Control of Export) Regulations, (No. 2), 1941, have been amended so that it is no longer necessary for any person to secure a permit from the Department of Supply to enable the export, by parcel post, or the personal or household effects of any person leaving or having already left Newfoundland: provided that the contents of any such parcel are declared on the Customs Declaration Form required to be affixed to all parcels addressed to foreign destinations.

CHRISTMAS MAIL FOR CANADA & UNITED STATES OF AMERICA

The latest times of posting in St. John's of surface mail addressed to the undermentioned Countries in time for delivery before Christmas, 1948, are as follows:—

1—CANADA

(a) Western Provinces:—
Parcels ..... 6 p.m. on Saturday, the 4th December.
Letters, Cards, etc. ..... 6 p.m. on Wednesday, the 8th December

(b) Central Provinces:—
Parcels ..... 6 p.m. on Saturday, the 11th December.
Letters, Cards, etc. ..... 6 p.m. on Saturday, the 11th December.

(c) Maritime Provinces:—
Parcels ..... 6 p.m. on Saturday, the 11th December.
Letters, Cards, etc. ..... Noon on Tuesday, the 14th December.

2—UNITED STATES OF AMERICA:

(a) Central and Western States:—
Parcels ..... Noon on Tuesday, the 30th November.
Letters, Cards, etc. ..... 6 p.m. on Wednesday, the 8th December.

(b) Eastern States:—
Parcels ..... Noon on Tuesday, the 30th November.
Letters, Cards, etc. ..... 6 p.m. on Monday, the 13th December.

CHRISTMAS MAILS FOR NEWFOUNDLAND

(Except St. John's)

The latest times of posting for despatch from St. John's of mail addressed to various parts of Newfoundland in time for delivery before Christmas, 1948, is as follows:—

(a) Places on the Straits of Belle Isle Route:—By connection at Corner Brook on or about the 4th December.

(b) Coastal North Route:—By S.S. "Northern Ranger", sailing from St. John's on or about the 2nd December.

(c) South West Coast Route:—By S.S. "Baccalieu" sailing from Argentia on or about the 2nd December.

(d) Notre Dame Bay North Route—By connection via Lewisporte on or about the 9th December.

(e) Notre Dame Bay South Route:—By connection via Lewisporte on or about the 11th December.

(f) Placentia Bay North Route:—By connection via Argentia on or about the 11th December.

(g) Placentia Bay West Route:—By connection via Argentia on or about the 4th December.

(h) St. John's to Lewisporte Route:—By S.S. Glencoe, sailing from Lewisporte on or about the 8th December.

(i) For places on the Main Line of Railway, St. John's to Port aux Basques and Bonavista Branch: 2.30 p.m. on Saturday, the 18th December.

(j) For places Argentia Branch and Trinity South:—
Parcels—3.00 p.m. on Tuesday, the 21st December.
Letters, Cards, etc.—6.00 p.m. on Tuesday, the 21st December.

(k) For places on the Carbonear Branch and Bay de Verde District:—
Parcels—3.00 p.m. on Monday, the 20th December.
Letters, Cards, etc.—6.00 p.m. on Monday, the 20th December.

(l) Bell Island, Portugal Cove, Pouch Cove, etc.—Noon on Monday, the 20th December.

(m) Ferryland District—Noon on Monday, the 20th December.

NOTE:—All connections by sea route are subject to change.

ACCOUNTING

United States Stolen Money Order Forms, D.F. 4111

The following United States Money Order Forms have been reported stolen:—

New York, 4, S.S.Kennedy , Jr., (Joseph P.) (office No. X-4500	723-739
Alexander, Ark	135241-135400
Cleveland, N.Y.	144129-144200
Constantia, N.Y.	109148-109200
Jett, Ky.	13401- 13800

TELEGRAPHS

Labrador Seasonal Offices

Hawke's Harbour closed for season the 25th November.

Direct Communication Established with Englee

Direct telegraph communication was established between St. John's and Englee on the 18th October.

Long Distance Telephone Service with Fogo, Little Bay Islands and Englee

Long Distance Telephone service was established with Fogo, Little Bay Islands and Englee on the 1st December.

Change of Routing Melrose

Port Union, instead of Catalina, became the connecting and controlling office for Melrose as from the 10th November.

Telegrams from St. John's Insufficiently Addressed

Renewed attention is called to the following instruction regarding addresses on telegrams for St. John's:—

It is necessary that telegrams for other than well known business firms and/or persons connected with such firms addressed in care of the firm, should have a full and complete street address, that is, house number, name of street, and in the case of telegrams for other than householders, the name of the householder, thus:—

John Smith,
C/o White,
102 Young Street,
St. John's.

If it is not possible to obtain a complete address as outlined above, the telegram must be accepted at the sender's risk and the sender so informed at the time of filing.

In the case of telegrams which are replies and addresses are unknown the reference to the telegram to which it is a reply must be given in the preamble, thus:—"Ans. Yr. 36/14."

Office Hours During Christmas Period for Handling of Telegrams.

Offices shall open from 7 p.m. to 8 p.m. for the acceptance of telegrams from Monday, the 20th December and each day thereafter, except on Sundays and Holidays, unless traffic conditions permit otherwise, until Saturday the 2nd January, both dates inclusive. It may, however, be found necessary to open offices at night earlier than the date given above, in which case notification will be given in due time.

Offices will open to the public on the Holidays during the period as follows:—

Christmas Day, 25th December	9 a.m. to 10 a.m.
Boxing Day, 26th December	9 a.m. to Noon
New Year's Day, 1st January	9 a.m. to 10 a.m.

The regulations governing the acceptance of telegrams on Sundays will apply to Christmas and New Year's Day.

Offices will be released as soon after closing hours for acceptance of telegrams from the public, as traffic conditions permit.

During the period from the 20th December to 2nd January the special greeting forms and envelopes must be used for the delivery of telegrams of a greeting nature.

POST OFFICE CIRCULAR.

THURSDAY, 16th DECEMBER, 1948

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

The Post Office Circular contains information of value to the Staff. Postmasters and their staff should read each issue carefully.

TO ONE AND ALL IN THE POST OFFICE DEPARTMENT I SEND MY SINCERE CHRISTMAS GREETINGS.

W. S. RODDIS,
Secretary.

APPOINTMENTS

Musgrave Hr.	Mr. George F. Taylor, to be Postmaster and Operator, as from the 26th November, 1948.
Gander	Mr. Harold Butler, to be Assistant, as from the 1st December, 1948.
Fair Haven	Mrs. Ernest Collett, to be Postmistress, as from the 8th December, 1948.
Petty Hr.	Mrs. Jennie Bidgood, to be Postmistress, as from the 8th December, 1948.
Humbermouth	Miss Meta House, to be Postmistress and Telephone Attendant as from the 16th December, 1948.
Corner Brook	Miss Valetta Pafford, to be Assistant, as from the 1st December, 1948.
Corner Brook	Miss Mabel Curtis, to be Assistant, as from the 1st December, 1948.
Corner Brook	Miss Shirley Pickering, to be Assistant, as from the 1st December, 1948.

TRANSFERS

Gander	Mr. Harry Gosse, Assistant, Twillingate, to be Assistant, Gander, as from the 1st December, 1948.
Gander	Mr. William Wells, Indoor Messenger, St. John's, to be Assistant, Gander, as from the 1st December, 1948.

OFFICE CLOSED

Williamsport	The Telegraph Office at Williamsport, W.B., was closed for the season on the 11th December, 1948.

FAMILY ALLOWANCE FORMS

A supply of Family Allowance Forms is now in the mails and will be despatched to your office by the first available means. All the envelopes, containing Family Registration Forms, are addressed to "Householder" and they should be delivered one envelope to each family in your settlement.

When the Forms are completed and posted at your office they should be made up in bundles separate from your ordinary mail and face-slipped "Head Postmaster, St. John's.

If insufficient Forms are received to cover all families in your settlement a further supply will be forwarded on receipt of a letter giving the number of additional Forms required.

CHRISTMAS POSTING ARRANGEMENTS FOR ST. JOHN'S

The latest posting times at the General and Branch Post Offices, St. John's, for delivery in the City of St. John's on or before the 24th December, 1948, will be as follows:

Parcels .....5 p.m. Monday, 20th December,
Letters, Cards, etc. .....6 p.m. Monday, 20th December.

FINAL SAILINGS OF COASTAL STEAMERS

The following information is given concerning final trip of coastal steamers North for the season, weather permitting:—

S.S. "NORTHERN RANGER": St. John's—Cook's Hr.
Leaving St. John's December 22nd and will make all ports returning.

S.S. "GLENCOE": St. John's—Lewisporte Service.
Leaving St. John's December 21st. Leaving Lewisporte December 30th.

S.S. "SPRINGDALE": Notre Dame Bay Service.
North Side
Leaving Lewisporte December 19th.
South Side.
Leaving Lewisporte December 28th, coming direct St. John's from last port of call.

M.V. "CLARENVILLE": Corner Brook—Battle Hr.
Leaving Corner Brook December 26th coming direct St. John's from Battle Hr.

Letter and Parcel Assorting List.

Bags will be made up on all main offices and where sufficient mail offers bags will be made up for sub-offices.

Main Office	Sub-Office	Other Places
Parsons Pond	Cow Head	St. Paul's, Broom Pt., Belldown's Pt.
	Daniel's Hr.	Portland Creek
	Bellburns	
Port Saunders		King's Cove, Kipple Island, Hawke's Bay, Spirity Cove.
Port au Choix	River of Ponds	Gargemille, Eddy's Cove, St. John's Island, Doctor's Brook, Point Riche.
Brig Bay		Bird Cove, Blue Cove, Plum Pt., Pond Cove, St. Genevieve Bay, Gooseberry Island, Barr'd Hr.
	Bartlett's Hr.	Castor River.
	Shoal Cove West	Ferrole Pt., New Ferrole, Reef's Hr., St. Margaret's Bay.
Flower's Cove		Current Island, Forrester's Pt., Black Duck Cove, Eddies Cove, St. Barbe, Four Mile Cove, Anchor Pt., Deadman's Cove, Gengeville, Bear Cove, Chamber's Island, Seal Pt., Nameless Cove, Mistaken Cove, Salvage Cove, Sandy Cove, Shoal Cove, Payne's Cove, Green Island Cove, Green Island Brook.
	Cook's Hr.	Boat Hr., Cape Norman, Wild Bight, Big Brook.
Baie Verte	Ming's Bight	
	Coachman's Cove	
	Fleur De Lys	
	Seal Cove	Wild Cove, Lobster Cove, Big Cove, Southern Arm,

Main Office	Sub-Office	Other Places
		Middle Arm.
	Bear Cove	Stuckless Cove, Back Cove.
	Western Arm	
	Westport	Pound Cove, Eastern Head, Purbeck Cove, Pumbley Cove, Granby Island.
Sop's Arm	Hampden	Hannah Cove, Brown's Cove, Gold Cove, Pound Cove, George's Cove, Beaches, Burton's Cove.
	Jackson's Arm	Coney Arm, Frenchman's Head, Great Cat Arm.
Hr. Deep		
	Little Hr. Deep	
	Hooping Hr.	
	Williamsport	
Englee		Bides Arm.
	Canada Hr.	
Roddickton	Conche	Croque, Pillars Bight, St. Julien's, Groais Islands, Grandois.
	Fishot	Grouse.
	St. Julien's	
Main Brook		Hare Bay.
St. Anthony		St. Anthony Bight, St. Anthony Mission, Lock's Cove, Ireland Bight, Goose Cove, Great Braha, Little Braha, St. Carol's.
	Griquet	St. Lunaire.
	Quirpon	Cape Bauld, Noddy Bay, Lance au Pigeon, Lance au Meadow, Spillars Cove.
	Cape Onion	Ship Cove.
	Raleigh	

LABRADOR:

Main Office	Sub-Office	Other Places
Forteau	Lance au Loup	Capstan Islands.
	Lance au Clair	
	West St. Modeste	Pinware.
	Point Amour	
Red Bay		Bange Bay, Fry's Cove.
Henley Harbour		Chateau.
Battle Hr.		Chimney Tickle, Fishing Ship's Hr., Fox Hr., Francis Hr., Frenchman's Isld., George's Cove, Indian Cove, Indian Tickle, Mary's Hr., Murray's Hr., Port Hope Simpson, St. Francis Bight Seal Bight, Spear Hr., William's Hr.
	Cape Charles	
Square Island		Bolster's Rock, Comfort Bight, Dead Islds., Flat Island, Hawke's Hr., Occasional Hr., Punch Bowl, Sandy Islands, Ship Hr., Snug Hr., Webeck Hr., Triangle, Venison Islands, Webber's Cove.
Cartwright		Batteau, Black Island, Black Tickle, Cape North, Flatwater, Cunningham Tickle, Domino, Grady, Hare Island, Independent, Long Island, Pack's Hr., Red Point, Salmon Bight, Sand Banks, Seal Islands, Separation Pt., Spotted Islands, Wolf Island.

There is no change in assorting of mails for Bonne Bay area. Mails for Lomond, Birchy Bay, Trout River, Norris Point, Rocky Harbour and Sally's Cove will be conveyed by surface means from Deer Lake to Bonne Bay as heretofore.

It will be noted that mails for Baie Verte, Ming's Bight, Coachman's Cove, Fleur De Lys, Seal Cove, Western Arm and Westport will be included in the air mail service.

392.87

JAN 4 1949

TELEGRAPHS

TELEGRAPH TRAFFIC NOVEMBER MONTH

Class	1947	1948	Increase
Paid Telegrams including Phono-telegrams	87,013	97,470	10,457
Deadhead and Service Messages	7,692	9,775	2,083
Messages Equivalent Public Weather and Coastal Steamer Movement Information	8,446	8,603	157
Total Traffic	103,151	115,845	12,697

Telegrams Subject to Delay Owing to Interruption

It is noted that the regulation which stipulates that in the event of telegrams being subject to delay owing to interruption at any stage in their transmission, the remarks "delay line trouble" shall be transmitted after the check, is not being strictly adhered to. In future receiving operators will be held equally responsible for failures in respect of this essential regulation.

The remarks must be transmitted in full; not merely the abbreviation D.L.T.

Errors in Figures and Figure Words in Telegrams, D.F. 2414

Attention is drawn to the regulation governing the transmission of figures and figure words in telegrams which have appeared in several issues of the Post Office Circular. The regulations read, in part, as follows:—

"Figures appearing in telegrams must be repeated in words at the end of a message by the sending operator and figure words repeated in figures. No excuse will be accepted for errors after this date."

As errors are still occurring it is obvious that the regulation which should be a sufficient safeguard against their recurrence is not being strictly followed and more drastic disciplinary action than heretofore taken against operators responsible, will have to be considered. Extreme care must be exercised in the case of telephone transmissions.

Service Messages Respecting Telegrams

Attention is again called to the necessity for replying promptly to service message equiries respecting telegrams transmitted.

Service messages generally result from incomplete or incorrect service and in consequence it is essential that they should be handled with the utmost promptness.

GretagMacbeth™ ColorChecker Color Rendition Chart